Arizona Department of Education

Student Accountability Information System

Student Database Transaction Requirements

• Needs
• Assessment
• Program/Service Participation

Version 4.6

Last updated: November 3, 2004

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Revisions

Below is an inventory of the revisions made to this document since publication of version 1.0. (The revisions made while this document was in Draft form are NOT included in this list.) Each time a revision is made the following sections, if included in this document, will also be updated: **Table of Contents, List of Figures, List of Tables, Issues**.

11/03/2004 Version 4.6 PUBLISHED

ver	*new information*	*old information*	*source*
4.6	Assessment Annotate the Assessment Result Code field to indicate that, although the field is optional, one of the three assessments must contain a result consistent with ELL language instruction in order for the language participation to be accepted.		Bob Dohm, Tempe RTC; C. Cree, MIS – Business Analysis

11/01/2004 Version 4.5 PUBLISHED

ver	*new information*	*old information*	*source*
4.5	**Support Programs** Added qualification to rule in section 015.1 Step 1 – Verification that Transportation / School Choice code is to be disallowed FY04 and beyond.	Previously did not specify application to FY04.	Ticket # 174 Nancy Konitzer, AAD; Helen Hugo, MIS – Student Details Manager; C. Cree, MIS – Business Analysis
4.5	**Need Entry and Exit Dates** Added clarification that LEAs receiving Special Assistance under Provision 2 or Provision 3 are not required to enter their Free / Reduced Price Lunch Needs for each eligible student.	Previously did not specify Provision 2 or 3 qualifiers.	Holly Mohr, Child Nutrition Nancy Konitzer, AAD; C. Cree, MIS – Business Analysis
4.5	**How to Change A Student's Scheduling Track Mid-Year** Removed note that identified the lack of a mid-year track change process in SAIS as an open issue.	Previously specified that the mid-year track change was an open issue.	C. Cree, MIS – Business Analysis

09/23/2004 Version 4.4 PUBLISHED

ver	*new information*	*old information*	*source*
4.4	**Summary of the Needs-Related Transactions** Added exit date to Support Program transaction usage.	Previously did not exist	C. Cree, MIS – Business Analysis
4.4	**SPED Grade** Added note regarding State funding calculated for Preschool Service codes R and S.	Beginning FY05.	Peggy Staples, ESS; C. Cree, MIS – Business Analysis; Ticket # 22581

09/16/2004 Version 4.3 **PUBLISHED**

ver	*new information*	*old information*	*source*

ver	new information	old information	source
4.3	**Support Programs** Added rule that Transportation / School Choice will be disallowed.	Code previously allowed.	Nancy Konitzer, AAD Jeff Stowe, AAD; Carol Cree, MIS – Business Analysis

09/09/2004 Version 4.2 PUBLISHED

ver	new information	old information	source
4.2	**Student Assessment** Minor changes to content of the pseudo-code where assessment codes are referenced.	Assessment codes previously not in sync with Codes document.	Ticket 20100 / 10 Alice Bautista, QA; Carol Cree, MIS – Business Analysis

7/02/04 Version 4.1 Published

ver	new information	old information	source
4.1	Language Needs Modified content of Student Assessment to clarify assessment date as driving fiscal year rules, and revised error message numbers to be consistent with previous versions of the Needs requirements.		Carol Cree, MIS – Business Analysis

6/10/2004 Version 4.0 Published

ver	new information	old information	source
4.0	**021.2A.3 Check Initial IEP:** Message number not yet assigned.) Message text changed to " Student is not 3 years old on Initial IEP Date; Initial IEP will not count toward FAPE." Displays student birthdate and submitted Initial IEP Date.	• Originally read " Student less than 3; Initial IEP will not count toward FAPE." • Originally didn't show the IEP Date or birthdate.	Janice McGoldrick, Randy Morter, 3/8/2004
4.0	**014.2A.4 Sped Entry date validation**: Modified document to reflect the proper error message -23017 is returned if a discrepancy exists in the validation: SPED entry date > SPED exit date.	• Previously listed incorrect error message or -23035	Ticket 16373 Janice McGoldrick, MIS Software Devt Mgr Randy Morter, SD Software Devt Lead
4.0	**Age/Grade Validation Chart**: Added Footnote to Age/Grade table: * 'by' includes the designated date (eg. by Jan 1st includes Jan 1st)	• Footnote previously did not exist	Helen Hugo, Student Details Project Manager, MIS Jim Whelan, Business Analyst, MIS
4.0	**Initial IEP**: Added note, "*A student may be considered 3 years old if they are within 90 days of their 3rd birthday (ARS § 15-771 G)"*	• Note previously did not exist	Lynn Busenbark, Director of Program Support, ESS Jim Whelan, Business Analyst, MIS
4.0	**Initial IEP**: Modified Initial IEP explanation to state, "This transaction applies to 3 year olds **BEFORE they receive Special Education services**." Added an example scenario.	• Document previously stated that this transaction applies only to 3 year olds **not yet receiving Special Education services**	Helen Hugo, Student Details Project Manager, MIS Janice McGoldrick, MIS Software Devt Mgr Jim Whelan, Business Analyst, MIS
4.0	**Initial IEP 021.2.2:** The entry date in the transaction is to be validated against the fiscal year in the header record.	• Previously had incorrect validation method	Helen Hugo, Student Details Project Manager, MIS

ver	new information	old information	source
4.0	**Initial IEP 021.2A3**: Removed Warning message -236001 "Student older than 3 on Initial IEP Date. Initial IEP will not count towards FAPE for 3 year olds."	• Warning previously existed	Lynn Busenbark, Director of Program Support, ESS Jim Whelan, Business Analyst, MIS
4.0	**Initial IEP 021.2A3**: Defined 3 year olds for IEP to be - within 90 days of their 3rd birthday until the day before they reach the age of 4	• Definition did not previously exist	Jim Whelan, Business Analyst, MIS
4.0	**Initial IEP 021.2D Step 2D**: Modified requirement – changed from "… (Entity ID + Student ID) …" to "... (Entity ID + Student ID + Initial IEP Date) …"	• Previously had incorrect validation method	Ticket 18462 Ginny Nordstrom, SD Developer
4.0	**Introduction to Needs** • Removed reference to "Migrant Agriculture employment' since the corresponding Need will not be captured by LEAs for SAIS purposes. • Under the section "Language Needs": added a bullet identifying that assessments are used to flag students in Continuing FEP status.		• Ticket 20168 & 21137; Carol Cree, MIS – Business Analysis • Irene Moreno, EAS; Kathie Mooney, EAS;
4.0	**All Needs** • Added section to indicate that Migrant Needs will be captured in SAIS via the Migrant COEStar interface, and Migrant Needs transactions must be disallowed. • Revised wording regarding consequences of non-submittal of Free Lunch/ Reduced Price Lunch data to SAIS.		Jeff Stowe, AAD; Janice McGoldrick; Helen Hugo, MIS – Student Details Manager; Ticket # 21137; Carol Cree, MIS – Business Analysis
4.0	**Language Needs** • Added that a student assessment "is also used to identify a student whose language progress is being monitored after achieving FEP status" • Modified wording in "How to use the Language-related transactions" section re: using the change operation to enter an exit date for a student who has completed language program participation • Clarified Assessment Rules section.		Rolanda Bell, R&E; Irene Moreno, EAS; Kathie Mooney, EAS; Helen Hugo, MIS – Student Details; Carol Cree, MIS – Business Analysis
4.0	**Assessment Transaction Elements / Element Optionality** • Indicated that the Assessment Score will be the "scale" score, and added a footnote from the "Assessment Date" data element indicating the edits which are driven by the assessment date. • Modified footnotes on element optionality table to indicate that the date determines whether an Assessment Result Code and an Assessment Score are required or optional		Rolanda Bell, R&E; Irene Moreno, EAS; Kathie Mooney, EAS; Jeff Stowe, AAD; Carol Cree, MIS – Business Analysis
4.0	**Assessment Verification / Validation** Modified content of verification and validation steps to be consistent with Assessment Rules.		Helen Hugo, MIS – SAIS Student Details Manager; Randy Morter / Ginny Nordstrom, Software Development
4.0	**Language Program Participation** Added rule regarding most recent assessment indicating a language need to be consistent with Integrity Checking validation		Rolanda Bell, R&E; Irene Moreno, EAS; Kathie Mooney, EAS; Helen Hugo, MIS – Student Details; Carol Cree, MIS – Business Analysis

2/16/2004 Version 3.0 published

ver	new information	old information	source
3	**Fiscal Year 2005 Changes**		Janice McGoldrick, MIS Software Devt Mgr
3	**SAIS in Brief:** • **Development Phases:** Added notation about additions to phase II. • **Development timeline at ADE:** Explained that Phase I went into parallel in FY2002 and into full production in FY2003.	• previously did not mention NCLB requirements being added to SAIS • presented information as though still planned	Janice McGoldrick, MIS Software Devt Mgr
3	**General Requirements:** • **Fiscal Year:** Added source of ADE's use of FY. • **Activity Codes:** Added note that all Activity Codes are required to be submitted to SAIS in FY2005, even though YEE will be submitted in aggregate for test.	• previously did not explain why ADE used FY, or the FY dates • no explanation was offered, causing confusion when ADE required the YEE aggregated report to be submitted as well as the individual Activity Codes	Janice McGoldrick, MIS Software Devt Mgr
3	**File Header Requirement:** New element added: SMS code	did not exist on the header	Janice McGoldrick, MIS Software Devt Mgr
3	**Table 1 Need groups, Needs, and Programs/Services:** • **Language need group:** added "funded by" entry: federal titles • **Health need group:** removed need "chronic illness/condition"	• was previously listed as only funded by state aid • not required to be collected by SAIS	Janice McGoldrick, MIS Software Devt Mgr
3	**New Transaction:** **021 Initial IEP:** Added due to legislative requirement.	information was not collected by SAIS	FAPE; per Lynn Busenbark, ESS; Janice McGoldrick, MIS Software Devt Mgr, ticket 18462
3	**Changes to prior years' data:** Stated that SAIS will accept changes to the 3 prior years of data.	previously stated that SAIS would allow changes only to one previous year	Janice McGoldrick, MIS Software Devt Mgr
3	**Phase II:** {description of transactions and their usage}**:** • **Support Program Participation Transaction:** Removed usages involving submitting exit information • **Initial IEP Transaction:** new transaction as identified earlier	• Exit information is not relevant to Support Programs. • Initial IEP information not previously collected by SAIS	Jeff Stowe, AAD; Janice McGoldrick, MIS Software Devt Mgr
3	**Whole document:** • Clarified use of exit information (dates, reasons). Relevant to Homebound, Free/Reduced Lunch Eligibility. • Clarified automatic delete of Needs: SAIS will delete the Need when all when programs/services are deleted except for Support Programs … these Needs must be explicitly deleted by the submitter, as funding is generated from some Support-related Needs, not just from their Program Participation.	• previously, documentation said that exits were not relevant anywhere except for Homebound students • previously, documentation said that Need would always be deleted when the last program or service is deleted from SAIS.	Janice McGoldrick, MIS Software Devt Mgr
3	**Student Need:** Added note stating that Free/Reduced Lunch Eligibility must be submitted to SAIS or Title I funding will be withheld.	comment did not previously exist	Nancy Konitzer, ADE AAD (Academic Achievement Dept); Janice McGoldrick, MIS Software Devt Mgr

ver	new information	old information	source
3	**Student Assessment:** • Added Assessment Rules expanding validations for Assessments. • New element added to transaction: Assessment Score. • Required element changed to optional: Assessment Result Code • Added fiscal year-dependent validations. • 012.3 Step 3: SAIS Database Update: table name corrected to the Assessments table name	• Rules did not exist; data was previously given only cursory validation • Assessment Score was not collected in SAIS • Assessment Result Code was required • Validation did not consider FY before • mistakenly referred to the Needs table	Irene Moreno, Jeff Stowe, AAD; Janice McGoldrick, MIS Software Devt Mgr
3	**Language Program Participation:** • Added rules section • Added open issue: how to change track mid-year is being redesigned, will be published shortly.	• Rules were not thorough. • Instruction was merely to exit and re-enter the student.	Janice McGoldrick, MIS Software Devt Mgr
3	**SPED Service Participation:** • Added open issue: how to change track mid-year is being redesigned, will be published shortly. • Added note that the "change" operation is not valid for a move between PS and any other grade, with explanation • Added validation for SPED service code / fiscal year, as a new service code is added and others removed for FY2005 • Added note that SPED and membership grades should match (warning FY2005, failures after that). Added the single table of rules for student age validation, that is used in Integrity. Added the validation in **014.2C.3 SPED Grade**	• Instruction was merely to exit and re-enter the student. • previously neglected to state that PS-involved transfers cannot be accomplished with the "change" operation • previously did not validate services by FY • before FY2005 no attempt is made to synchronize SPED and membership grades	Janice McGoldrick, MIS Software Devt Mgr
3	**014.2C.4 Verify dates and exits; 014.2C.5 Update all changeable fields**	incremented from 014.2C.3 and 014.2C.4 due to inserted paragraph noted earlier	Janice McGoldrick, MIS Software Devt Mgr
3	**Support Program Participation:** • Added reference that this is to be used for the programs listed in the Code Values doc, table Support Programs. • Rule 3 and transaction element descriptions: exit date information will be collected starting FY2006. • 015.2A.3 Program: Added note that JOM validation is done in Integrity.	• usage was not explicit • previously stated that Support Program exit date would be collected starting FY2005. • note on JOM did not previously exist	Janice McGoldrick, MIS Software Devt Mgr
3	**How To Change Specific SAIS Elements:** • Added elements for new transaction: Initial IEP Date, Proposed Service Initiation Date • Need Exit Date: explained that it's relevant for Homebound, Free/Reduced Lunch needs only • SPED Grade: expanded instructions to handle corrections vs. mid-year changes, and transfers involving PS and not involving PS.	• new transaction's elements did not previously exist • Need Exit Date previously stated it was relevant only for Homebound • previously implied to use the "change" operation for all SPED Grade changes	Janice McGoldrick, MIS Software Devt Mgr
3	**Issues:** Added new open issues with this material or this document not resolved at the time of publication.	previous version of this document had no open issues	Janice McGoldrick, MIS Software Devt Mgr

8/7/2003 Version 2.4 published

ver	new information	old information	source
2.4	**All transactions:** Streamlined section **Step 3: SAIS Database Update** for every transaction.	• previously mentioned the example of automatic exits (no longer being done); listed manual activities performed by the database	Helen Hugo, MIS QA Manager 6/16/03; Janice McGoldrick, MIS Software Devt Mgr
2.4	**File Limits:** Removed the file limit stating that SAIS would fail files exceeding 10,000 transactions.	• SAIS will only fail for file size exceeding 10MB	Hayford Gyampoh, MIS Director
2.4	**Support Program Participation**: • **Uses of the Support Program Participation transaction:** Added new section header in the transaction description. Expanded the existing description of the rules and how SAIS will handle the Program / Need relationship. • Update descriptions of the "empty fields" on the transaction; two of these "empty fields" will be changed in FY2004-05 to active fields that will be collected.	• previous explanations were far too brief, causing much confusion • did not state that these fields will be used in the future	recommendations from TUSD; Janice McGoldrick, MIS Software Devt Mgr, 7/28/2003

5/1/2003 Version 2.3 published

ver	new information	old information	source
2.3	Entire document: • The additional data being collected in this phase includes support program participation. • Changed all instances of the term "supplementary" programs to "support". • **Support Program Participation:** New transaction added to SAIS. *This transaction was included in this document in versions prior to 2.0, as "Supplementary Program Participation". It was removed for rework, and appears here with fewer data elements being collected than originally envisioned.*	• previously referred to these programs as "supplementary" programs • based on a previously unimplemented transaction	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**General Requirements: Submission File Format Definition: File Limits:** changed file limits to maximum of 10MB and 10,000 transactions	previously presented as a recommended limit of 10,000 transactions	Eric Moyer, SAIS Team Lead
2.3	**Table 1 Need groups, Needs, and Programs/Services:** Updated table to reflect new Needs and Programs for Giftedness and Support Programs.	information did not previously exist: Support Programs first implemented in FY2003-04	Peter Laing, Exceptional Student Services; Cheri Levenson, Student Services; Nancy Konitzer, Academic Support
2.3	**Summary of the student needs-related transactions: Student Need Transaction:** Expanded the description to make it clear that this transaction is only necessary for reporting a student's need that is not associated with a program or service. **Same description added to the chapter describing the Student Need transaction itself.**	previously said it could be used for any need; while true, this is very inefficient in most cases	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Summary of the student needs-related transactions: Phase II:** Changed wording to show that Support Program Participation is now included in the FY2003-04 SAIS system. Added section to identify what can be done with the transaction.	previously said the transaction was slated for future implementation	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Student Need:** Added a NOTE to advise that this transaction is not necessary for deleting a student's need after deleting all related programs or services, because SAIS will automatically remove it.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr

ver	new information	old information	source
2.3	**Student Assessment:** Added a NOTE to advise that assessments should be reported in the fiscal year in which the assessment was performed.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**Language Program Participation, SPED Service Participation:** Added a NOTE to advise that a Student Need delete transaction is not necessary for deleting a student's need after deleting all related programs or services, because SAIS will automatically remove it.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**SPED Service Participation, Transaction elements: SPED Grade:** Expanded the description to state that the SPED grade should match the Membership grade.	previously stated that the grade was the level of the SPED services provided	Janice McGoldrick, MIS Software Development Mgr
2.3	**014.2A.8 Synchronize SPED elements:** Added note that Birth Date / SPED Grade must be synchronized for SPED just like they are for Membership.	note did not previously exist	Janice McGoldrick, MIS Software Development Mgr
2.3	**014.2C Step 2C: Change operation:** Added NOTE that a change to the service's end date should be coordinated with any required SPED DOR changes.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	**SPED Service DOR Transfer transaction:** Changed "DOR" to "SPED DOR" throughout the transaction description.	previously often referred to DOR or to Funded DOR, causing confusion with the Membership DOR	Helen Hugo, MIS QA
2.3	**How to Change Specific SAIS Elements:** • Assessment Date can only be changed with a Student Assessment "delete" operation followed by an "add" operation. • Added "change" instructions for Support Programs.	• previously the table stated that it could be changed with a "change" operation • did not previously exist	• Buell Brown, MIS QA analyst, Janice McGoldrick, MIS Software Dev't Mgr; ticket 13614 • Janice McGoldrick

10/01/2002 Version 2.2 published

ver	new information	old information	source
2.2	**File Header:** Added optional field **Reporting Unit** to the file header.	new field did not previously exist	Juan Reza, MIS Developer; Janice McGoldrick, MIS Project Management Office
2.2	**Overview chapter, Summary of the student needs-related transactions: All Needs**, and **All Needs chapter: Student Need transaction:** Expanded description of the use of the Student Need Transaction, to show it's not the most efficient method to add a need in the Special Education or Language need groups.	Previously had simply stated that it could be used to add any need.	Janice McGoldrick, MIS Project Management Office
2.2	**Language Program Participation: Transaction Elements:** Corrected description of Need Code element to show that the current acceptable value is LEPS.	incorrectly stated the value was LEP	Janice McGoldrick, MIS Project Management Office
2.2	**SPED Service Participation: Transaction Elements:** Changed description of SPED Grade element to " The student's grade placement. (The SPED grade should be the same as the grade for the student's membership transaction.)" Prior description was confusing. Ticket 9048.	Previous description was "The grade level of the Special Education Services provided."	Janice McGoldrick, MIS Project Management Office
2.2	**SPED Service DOR Transfer:** Changed term "DOR" to "SPED DOR" to prevent confusion with the DOR element appear in the Membership portion of SAIS.	explained at left	Janice McGoldrick, MIS Project Management Office

6/14/2002 Version 2.1 updated

ver	new information	old information	source
2.1	**Contacts:** Updated email address for support center to ADEsupport@ade.az.gov	previously address of support@ade.az.gov is being discontinued	Terry Mendez, ADE Support Center
2.1	**Submission File Format Definition; Case Sensitivity:** Will allow the possibility to alter submitted case, for matching purposes. The submitted data will only be used for internal purposes.	Previously stated "The submitted value of no other elements will be altered."	Janice McGoldrick, MIS Project Management Office
2.1	**File Size:** Recommended file size limit: About 10,000 transactions	Previously stated: File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	Randy Morter Student Details Project Lead
2.1	**Student Need, 011.2A.2.1 Need Exit Date is submitted:** Removed error for when a submitted need is contiguous to an existing need. This is how some element changes are accomplished (e.g., CEC code, grade).	Previous error 19010 deleted.	Juan Reza, MIS Developer 6-4-2002; Janice McGoldrick, MIS Project Management Office
2.1	**Student Need, 011.2A.2.1 Need Exit Date is submitted:** Fixed validation for submitted need that overlaps with an existing and later need to check that existing start date is less than incoming exit date. Fixed both validations for open-ended and closed-ended existing needs.	Previous error checked existing end date to be greater than incoming exit date.	Juan Reza, SAIS Developer
2.1	**Student Need, 011.2D Delete Operation:** Removed exit date from database read: this is an ignored field on a delete operation.	previously included need exit date on read	Janice McGoldrick, MIS Project Management Office
2.1	**Student Assessment, 012.2D Delete Operation:** Removed result code from database read: this is an ignored field on a delete operation.	previously included result code on read	Janice McGoldrick, MIS Project Management Office
2.1	**SdStudentParticipationProgSvcs RefPsExitReasonID:** Element name corrected.	incorrectly shown as RefPsWithdrawalReasonID.	Janice McGoldrick, MIS Project Management Office
2.1	**Language Program Participation, Program Exit Reason Code:** Changed length to 2	previously listed as length 5.	Janice McGoldrick, MIS Project Management Office
2.1	**Language Program Participation, element "Language Participation Status":** Changed name to match functionality.	previously named "Language Need Status"	Janice McGoldrick, MIS Project Management Office
2.1	**Language Program Participation, SPED Service Participation:** Added error message numbers for new validations checking for overlapping programs/services.	Some numbers were missing for new errors, were marked by "@@".	Randy Morter Student Details Project Lead
2.1	**Language Program Participation, 013.2A.2 Program/Service, 013.2C.1 Program/Service, 013.2D.1 Program/Service:** Included Need Code in the database read; only relevant if more than one language need will be used in Arizona.	previously omitted this field	Janice McGoldrick, MIS Project Management Office
2.1	**Language Program Participation: 013.2A.6 Check for Overlapping Programs:** Removed error for when a submitted need is contiguous to an existing need.	Previous error 19019 deleted.	Janice McGoldrick, MIS Project Management Office
2.1	**SPED Service Participation, Transaction Elements:** Moved Track Number to follow Student ID, to match all other SAIS transactions where Track Number appears.	Erroneously placed following names on Legal documents.	Janice McGoldrick, MIS Project Management Office

ver	new information	old information	source
2.1	**SPED Service Participation, Element Optionality:** SPED Exit Reason Code is optional. Deleted footnote 2, which stated that if that or SPED Service Exit Date was submitted, then both had to be submitted. Renumbered previous footnote 3 to footnote 2.	SPED Exit Reason Code was listed as a required field.	Janice McGoldrick, MIS Project Management Office
2.1	**SPED Service Participation, 014.2A.2 SPED Service, 014.2C.2 SPED Service, 014.2D.1 SPED Service:** Included Need Code in the database read; only relevant if more than one language need will be used in Arizona. (For **014.2D.1 SPED Service**, also removed exit date, exit reason code, and grade from the read.)	previously omitted need code field from the read by mistake; additional elements were erroneously included in the read for a delete	Janice McGoldrick, MIS Project Management Office
2.1	**SPED Service Participation, 014.2A.5 Verify exit elements :** Removed code which stated that if that or SPED Service Exit Date was submitted, then both had to be submitted. . SPED Exit Reason Code is optional.	Previously verified if exit date was submitted then reason code was required and vice-versa.	Janice McGoldrick, MIS Project Management Office
2.1	**SPED Service Participation, 014.2C.3 Verify dates and exits:** Removed instruction to perform **014.2A.5 Verify exit elements**.	previously performed same verification for change as was done for the add.	Janice McGoldrick, MIS Project Management Office
2.1	**How to Change SAIS Elements:** Added language area elements due to final Flores v. Arizona decision.	elements were included with previous names	Janice McGoldrick, MIS Project Management Office

4/4/2002 Version 2.0 published

ver	new information	old information	source
2.0	Changed all occurrences of "enrollment" to specifically state whether the doc was referring to membership or to participation in a program or service.	confusion was reported because the term "enrollment" at districts and schools means a student's registration in the school, not necessarily membership as defined in statute	Janice McGoldrick, MIS Project Management Office
2.0	**About This Document:** synchronized with Membership Transactions document. Added new section **Document Distribution / Postings** to identify who will be notified of changes to this document and where it will be posted.	Updated **Contacts** to incorporate instructions for inquiries and reporting changes. Removed **Change Management**. Updated **Document References**.	Janice McGoldrick, MIS Project Management Office
2.0	**SAIS In Brief:** synchronized with Membership Transactions document.	phases of development were not clear	Janice McGoldrick, MIS Project Management Office
2.0	**General Requirements:** synchronized with Membership Transactions document.	**Conventions** formatting was incorrect; add optionality column to **File Header Requirement**.	Janice McGoldrick, MIS Project Management Office
2.0	**Overview of Student Needs and Participation in Programs / Services:** Renamed chapter. Incorporated new legislative name for language need (ELL). Moved sections **Need Entry and Exit Dates**, **Homebound Students**, **Needs-Only Students** to chapter on the **Student Need** transaction, Re-added **Assessments** section.	chapter was same except "Overview of" has been added **Assessments** section had was temporarily removed from the initial release of SAIS but has been added again in the 2.0 release).	Janice McGoldrick, MIS Project Management Office
2.0	**Summary of the Needs-Related Transactions:** Chapter name changed. Organized transactions into Phases identified in chapter **SAIS In Brief**.	chapter was same except "Summary of" has been added	Janice McGoldrick, MIS Project Management Office
2.0	**All transactions: Program/Service Exit Dates:** added validation that exit cannot precede the entry date.	previous version did it for some transactions, not all	Janice McGoldrick, MIS Project Management Office

ver	new information	old information	source
2.0	**Student Need:** Improved description and instructions for use. Included sections **Need Entry and Exit Dates**, **Homebound Students**, **Needs-Only Students** from Overview chapter.	introduction was not detailed enough	Janice McGoldrick, MIS Project Management Office
2.0	**Student Need:** For a delete, added validation that no other related programs are using this need.	did not previously state that this is checked	Helen Hugo, SAIS QA Manager
2.0	Organized document according to subject area: • All Needs • Language Needs • Special Education	were organized in order of transaction identifier; caused confusion of which transaction to use and when	Janice McGoldrick, MIS Project Management Office
2.0	All references to specific language-related terminology was changed to the generic "language" to eliminate future synchronization issues when legislation changes. chapter **Language Needs** renamed from "Limited English Proficiency Need, Assessment and Participation in English Acquisition Programs" transaction **Language Program Participation** renamed from "English Acquisition Program Participation"	old terms were "English Acquisition" and "Limited English Proficient".	Janice McGoldrick, MIS Project Management Office
2.0	**Language Program Participation:** Track Number added to allow for verifying a district or school's calendar.	new element	Janice McGoldrick, MIS Project Management Office
2.0	**Language Program Participation:** "Add" operation: If need doesn't already exist on SAIS, it will be added. "Delete" operation: If no other program, service, or assessment is associated with the need on SAIS, it will be deleted.	documentation was not clear; in some cases it was not obvious that this would happen	Janice McGoldrick, MIS Project Management Office
2.0	**Language Program Participation:** Added Language Need Status to signify whether the student is new to the language need or is continuing from the previous school year.	new element	Virginia Rivera, ADE Academic Services Dept
2.0	**Language Program Participation:** Removed element Language Grade Level Code, per ADE ASD. Student will always have a Membership; get the grade for reporting purposes from there.	element was titled Language Grade Level Code	Virginia Rivera, ADE Academic Services Dept
2.0	**Language Program Participation:** Added validation to reject transactions causing overlaps in program participation.	did not previously validate this	Helen Hugo, SAIS QA Manager
2.0	**Language Program Participation:** For "change", only update the database if an element is different.	did not previously state this	Helen Hugo, SAIS QA Manager
2.0	**SPED Service Participation:** Track Number added to allow for verifying a district or school's calendar.	new element	Janice McGoldrick, MIS Project Management Office
2.0	**SPED Service Participation:** "Add" operation: If need doesn't already exist on SAIS, it will be added. "Delete" operation: If no other program, service, or assessment is associated with the need on SAIS, it will be deleted.	documentation was not clear; in some cases it was not obvious that this would happen	Janice McGoldrick, MIS Project Management Office
2.0	**SPED Service Participation:** Added validation to reject transactions causing overlaps in program participation.	did not previously validate this	Helen Hugo, SAIS QA Manager
2.0	**Supplementary Program Participation:** Transaction removed from this document, as it is not included yet in SAIS.	document previously stated it would be included at some future date; the transaction specification will be added to the document when it is ready for inclusion in SAIS.	Janice McGoldrick, MIS Project Management Office
2.0	**SPED Service DOR Transfer:** transaction name fixed throughout the document.	some places read "Student SPED Service DOR Transfer ", others read "Student SPED Service DOR"	Janice McGoldrick, MIS Project Management Office
2.0	**Neighborhood School Indicator:** name change	previous name caused confusion (Neighborhood School ID)	Janice McGoldrick, MIS Project Management Office

ver	new information	old information	source
2.0	**How To Change Specific SAIS Elements:** synchronized description with Membership Transactions document; Assessment elements added	description was slightly out of date; previous version said Assessments were not included in SAIS	Janice McGoldrick, MIS Project Management Office

7/6/2001 Version 1.2 published

ver	new information	old information	source
1.2	**Cover page:** Moved non-discrimination disclaimer inside footer: standard SAIS document format.	had been located in text of cover page	Janice McGoldrick, SAIS Requirements Lead
1.2	**Contacts:** Fixed hyperlink for SAIS project contact: error correction	hyperlinked to email address that didn't match the displayed email address	Janice McGoldrick, SAIS Requirements Lead
1.2	**Contacts:** Organizational change: new SAIS Project Manager named: Andrew McDonald	removed old SAIS Project Manager: Ilana Licht	Janice McGoldrick, SAIS Requirements Lead
1.2	Chapter **About This Document:** Added new section **Document References** identifying location of other SAIS documents referred to in this publication. **All transactions:** Removed location names for referenced documents. Eliminated potential conflicting information.	previously identified at each referenced document	Janice McGoldrick, SAIS Requirements Lead
1.2	**Revisions:** Expanded explanation of contents of the Revisions section.	previous explanation did not state that changes while the document was in draft form are not included in the list	Janice McGoldrick, SAIS Requirements Lead
1.2	**File Header Requirement:** LEA file sequence number must begin with 1; removed conflict with SAIS file processing module	previously stated could begin at -2,147,483,648	SAIS development team
1.2	**File Limits:** File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	previously stated was to be determined	SAIS development team
1.2	**All transactions:** Added note on System Message Numbers being enhanced. Enhanced document readability.	did not previously exist	Janice McGoldrick, SAIS Requirements Lead
1.2	**All transactions: Element Optionality tables:** Changed reference markers from asterisks to numbers. Improved document readability.	previously used a series of asterisks	Janice McGoldrick, SAIS Requirements Lead
1.2	**All transactions: Suspense:** Removed reference to the suspense facility. Transactions will reject if submitted out of order.	previously SAIS would re-try the transactions, in the hope that the missing transactions would be submitted	Janice McGoldrick, SAIS Requirements Lead: based on queries from district and vendor developers
1.2	**All transactions: Assessments:** Removed reference to assessments. Student Assessment-related transaction (#012) is not included in SAIS for initial release.	previously SAIS was going to collect assessment data and associate it with language needs	Janice McGoldrick, SAIS Requirements Lead: based on direction from Katie Stevens, ADE's Academic Services Division
1.2	**Student Needs and Participation in Programs / Services:** Restructured the beginning explanatory sections. Explained use of Need Entry and Exit Dates. Added explanation that data is fiscal year-based. Added explanation of how to submit data for students not also taking regular classes	previously existed but was not as easily readable new information did not previously exist	Janice McGoldrick, SAIS Requirements Lead

ver	new information	old information	source
1.2	**Table 1 Need groups, Needs, and Programs/Services:** Renamed and reorganized needs table. Added new need group of "Academic" disadvantage: needs are math, language arts (reading and/or writing), science.	Social Disadvantage need group renamed "Economic Disadvantage". Neglected need moved from behavioral group. Emergency Immigrant need renamed "Immigrant". Academic need group did not previously exist	Janice McGoldrick, SAIS Requirements Lead: based on direction from ADE's Academic Services Division
1.2	**All transactions:** Removed element Need Level Code: element only needed for the Vouchers system, which is not included in SAIS at this time. Removed **011.2A.2 Need Level Code** and **011.2C.3 Need Level Code**; renumbered subsequent paragraphs.	had been included in advance of future requirement	School Finance Special Education specialist
1.2	**All transactions:** Middle Name on legal document marked as ignored ("X") on all transactions. The student name fields are provided only for vendor debugging use; SAIS will not use them in the Needs area at all.	Previously they had inadvertently been left marked as optional.	Janice McGoldrick, SAIS Requirements Lead
1.2	**All transactions:** Need Exit Date is relevant only for homebound needs. For all other needs, it will be ignored. Likewise, Need Entry Date is relevant only for homebound needs. For all other needs, it will be used only to identify fiscal year. Fixed all processing to do full date checks only when need is homebound. Changed examples to use homebound need, to make them more relevant.	The entry and exit dates used to identify when the student entered and exited, respectively, the state of having this Need.	Janice McGoldrick, SAIS Requirements Lead
1.2	**Limited English Proficiency Need, Assessment and Participation in English Acquisition programs:** explained variances in terminology; reworded explanation of how to use the transactions	previously, terms "bilingual", "limited English proficient", "English acquisition", and others used seemingly interchangeably; previous instructions included assessment and need transactions	Janice McGoldrick, SAIS Requirements Lead; based on input from ADE's Academic Services Division
1.2	**English Acquisition Program Participation:** Added Grade.	element was missing	Janice McGoldrick, SAIS Requirements Lead
1.2	**013.2A.1 Student Identifiers:** Fiscal year will be determined by the Program Entry Date.	previously used Assessment Date	Janice McGoldrick, SAIS Requirements Lead
1.2	**SPED Service Participation:** Added SPED Special Enrollment Code.	element was missing	Janice McGoldrick, SAIS Requirements Lead
1.2	**Student SPED Service DOR Transfer:** Processing rules added.	previously stated that these were under review and would be added later	Janet Narayanasamy, SAIS Requirements Analyst, and Janice McGoldrick, SAIS Requirements Lead: new requirements
1.2	**Student SPED Service DOR Transfer:** element name fixed to Old SPED Neighborhood School ID; element names fixed to Old (and New) Funded SPED Service DOR	was listed as Old Neighborhood School ID; were listed without the word "Funded"	Janice McGoldrick, SAIS Requirements Lead: error correction
1.2	**How To Change Specific SAIS Elements:** element names fixed to match transactions; table sorting fixed; removed numbering from some entries in "transaction to change" column	some old names; some elements added out of order; sometimes numbering was used when there was only one way to change an element	Janice McGoldrick, SAIS Requirements Lead

1/29/2001 Version 1.1 published

ver	new information	old information	source
1.1	**About This Document** section: updated to match Enrollment Requirements document by changing the contact information to E-mail address: SaisStudentDatabase@ade.state.az.us	hyperlinked to old email domain	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**General Requirements** section: Inserted **SAIS in Brief**, **System Message Numbers**, and **Integrity Checking** paragraphs. Also removed redundant **File header Requirement** paragraphs and inserted **Case Sensitivity** paragraph.	did not exist: synchronized with Membership Requirements document	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**All sections:** Clarified statement "See Code Values" to read "See Transaction Requirements: Code Values" located in several locations. Also added link to document in paragraph 011.1.2.	previous reference was incomplete: improved document readability	Janice McGoldrick, SAIS Requirements Lead
1.1	**All sections:** Student ID (the identifier issued by the SAIS system) will uniquely identify a student. Removed references to student memberships; only references will be to Student ID or to other student needs.	previously used School Student ID as a key field, but this is an optional field; previously related some actions to memberships, but these might not necessarily exist for a special needs student	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**All sections:** updated First Name, Middle Name, & Last Name field names to include "on Legal Document. Updated Transaction Element Optionality tables to show elements are no longer required and will be ignored. No matching will be done on student names (removed all references to "Compare Student"). **011.1.4 Missing Fields –** Removed First Name, Last Name & School Student Id from table.	previous element names were vague; since SAIS's Student ID is required for every transaction, student names are not necessary; SAIS will not attempt to match submitted student names with those on our database	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**All sections:** updated error message codes to new values.	used temporary numbering scheme	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**Student Assessment Transaction:** removed reference to no longer used values for Assessment Results	previously listed values were suggestions only, were never finalized by the users	Janice McGoldrick, SAIS Requirements Lead
1.1	**English Acquisition Program Participation Transaction:** removed Assessment and Need.	previously required assessment (which are not required for reporting by SAIS) and need (which will always be "language", so is redundant in the transaction)	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**Student SPED Service DOR Transaction:** added transaction description.	did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**011.2A.3.1 Need Exit date is Submitted, 011.2A.3.2 Need Exit date is Not Submitted:** Corrected statement to read "recent row for this need". Also, removed restriction to need entry date being more than one day from end date of previous need.	previously referred to "recent row for this membership"; a new need entry date does not have to leave a gap with the previous exit	Rose Whelihan, School Finance
1.1	**011.2C.2 Verify Exit Date –** Corrected 2nd and 3rd "If" statements to compare Need Exit Date with existing SdStudentNeeds StartDtm. Explained the processing used to prevent changing the Need Exit Date if it will overlap with a subsequent record already on the table. Reworded solutions to clarify.	statements were incorrectly comparing to Need Entry Date; explanation and clarification did not exist	Janet Narayanasamy, SAIS Requirements Analyst

ver	new information	old information	source
1.1	**Limited English Proficiency Need, Assessment and Participation in English Acquisition programs:** This introductory section has been modified extensively to remove the relationships between the three transactions Student Need, Student Assessment and English Acquisition Program Participation). The changes include: • Added note that the section may be removed later. • Explained that there is no direct relationship between the transactions. • Changed Proposition 203 to ARS §15-751.1 • Removed figure 1 and Table 3 along with associated text. Renumbered remaining tables. Other affected sections: **012.2A.2 Find the Membership; 012.2A.3 Synchronize Assessment Results; 012.1C.2 Synchronize Assessment Results; 012.2C.3 Additional Required Actions; 013.2A.2 Find the Membership; 014.2A.2 Find the Membership; 015.2A.2 Find the Membership**	previously each transaction only did a portion of the processing; referenced Proposition 203, which has now been put into law with ARS 15-751 also, Needs used to be related to Memberships; this is no longer the case	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**English Acquisition Program Participation:** deleted most of introductory information discussing relationship between dates and transactions; removed assessment and need fields. Removed statements related to assessment and need. Removed the following paragraphs: **013.2A.3 Verify Submitted Dates; 013.2A.5 Assessment; 013.2A.6 Need; 013.2A.7 Synchronize Assessment Results; 013.2C.1 Verify Submitted Dates; 013.2C.3 Assessment; 013.2C.4 Need; 013.2D.2 Assessment; 013.2D.3 Need**	transactions and their elements were interrelated	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**013.2 Step 2 Validation:** removed 2nd paragraph. Added paragraphs **13.2.2 Verify Entry/Exit Dates**, **13.2.3 Verify Reason Code/Exit Date**, **13.2.4 School Program Participation**.	second paragraph was duplicated in error. Other paragraphs did not previously exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**013.2C.5 – Check All Changeable Fields** – paragraph number and header deleted. Lines related to assessment and need were removed and the logic moved to 13.2C.1 Program Service. Processing to verify that incoming Program Exit Date and Program Exit Reason Code do not match already existing data was inserted prior to setting the Program Exit Date and Program Exit Reason Codes from the transaction fields.	described in "new information"	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**SPED Service Participation:** Added description of the Funded SPED Service DOR functionality; added Funded SPED Service DOR and SPED Neighborhood School ID to the transaction elements and element optionality tables.	previously did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**SPED Service Participation: Element Optionality:** Changed all DOR fields to reference a CTDS code (necessary if the DOR is a district-sponsored charter school)	previously referenced only a CTD code	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**Supplementary Program Participation:** added explanation addressing the ADE Grants System.	previously did not explain why this transaction was not going to be included in first implementation of SAIS	Janet Narayanasamy, SAIS Requirements Analyst
1.1	**Student SPED Service DOR Transfer:** New transaction. Note: the processing rules for this transaction are still under review and will be included in the next version of this document.	previously did not exist	Janet Narayanasamy, SAIS Requirements Analyst

ver	*new information*	*old information*	*source*
1.1	**How To Change Specific SAIS Elements:** • Updated table to remove instructions for using the **English Acquisition Program Participation** transaction to update either Assessment or Need data: . • Added new fields Funded SPED Service DOR, SPED Service DOR Entry Date, SPED Service DOR Exit Date and SPED Neighborhood School ID.	previously stated that this transaction could be used to change Assessment Code, Assessment Date, Assessment Result Code, Need Code, Need Entry Date, and Need Exit Date; New fields did not exist	Janet Narayanasamy, SAIS Requirements Analyst

11/15/2000 Version 1.0 published

11/8/1999; first draft published

About This Document

AUTHOR

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CONTACTS

For comments, corrections, or other information about this document, contact the ADE MIS Department at ADEsupport@ade.az.gov. Please provide the following information:

- In the "Subject" line of the email, type "ADE MIS document inquiry."

- In the body of the email:
  - the system name and document name (from the document's header)
  - the document's last updated date (from the document's footer)
  - the purpose of your inquiry
  - your identifying information:
    - your name
    - your district name and CTD, or school name and CTDS, or your company name
    - your contact email address (because the email will be forwarded when it reaches ADE)

DOCUMENT REFERENCES

The SAIS system is described in detail on ADE's main SAIS website, at http://www.ade.state.az.us/sais/.

Other related information, including those items referred to in this document, can be found at another ADE website at http://www.ade.state.az.us/sais/saisdbdocs.asp.

DOCUMENT DISTRIBUTION / POSTINGS

Notification of the updated to this document will be made to the following:

- all Student Management System vendors participating in the SAIS project
- all Arizona school district MIS contacts
- all RTCs

The updated document will be posted on ADE's SAIS Design/Requirements Documents website: (http://www.ade.state.az.us/sais/saisdbdocs.asp).

DOCUMENT FILENAME

This document is stored at ADE with the filename NeedsRequirements.doc.

SAIS In Brief

SAIS SCOPE

The Student Accountability Information System project was entrusted to provide new system solutions to state and federal funding and reporting. The project comprised the following functional areas.

- Budgets and Financial Reporting
- Student Counts – aggregate student data
- State Aid/Payments
- Local Education Agencies (LEA's) Data (school districts, schools)
- Student Detail Data – individual student records

SAIS is a core system to which the following ADE functions have been or will be linked: Student Services, School-to-Work, Exceptional Education Vouchers, Student Achievement, GED, Grants, and Teacher Certification.

Hence SAIS developed a consistent enterprise-wide customer database, where the term "customer" refers to LEA's and to any other entity that receives services from ADE.

As of December 1999 all of the system components of the first four areas were implemented. From July 1999 state aid payments have been determined by the new systems. All ADE reports for LEA's are posted on the ADE web site.

The fifth area – Student Detail Data – represents the adoption of a new approach to student information accountability. Rather than collecting numerous student counts, the intention is to collect, as events occur, the source data: individual student records reflecting specific events in the students' relationship with the school (e.g., beginning a membership, absence, withdrawal from a membership). The new approach has become law with the approval of proposition 301 in November 2000, effective July 1, 2001.

THE STUDENT DATABASE SYSTEM

PURPOSE

The Student Database System is designed to receive student level data electronically from local school/district databases in a periodic process (as often as daily), in order to provide the following capabilities.

- Consistent and accurate calculations of student counts for funding, generated by one system for all schools
- Planning and policy analysis for ADE (e.g., student mobility)
- Support academic achievement research

The submission of student level data will replace the current submission of various aggregate student counts reports by the school districts/charter schools. This would save them a great deal of work.

Collection of individual student data is a growing trend among state education agencies, as they expand research and analysis engagements to improve the education system.

DEVELOPMENT PHASES

The development of the Student Database System is organized in several phases. The first phase is focused on state funding and reporting requirements and on integration of achievement data in the system. The second phase will be focused on federal and state block grant funding and reporting. Enhancements to the second phase will incorporate further elements related to achievement and other advanced requirements such as those specified in the federal No Child Left Behind act.

PHASE I

DATA CONTENT

The data to be collected about a student is driven by funding and reporting requirements imposed by the state and federal governments. The data includes student identification and demographics, district of residence, school membership (beginning a membership, withdrawal from a membership), grade membership, absence, student needs (e.g., a disability or a language need), assessments, and participation in programs/services (e.g., language programs or special education services).

Student achievement data (Stanford 9 and AIMS) is received and maintained at ADE. This data will become an integral part of the Student Database.

DATA SUBMISSION

- Electronic data exchange between student management systems at the schools and the ADE database system.
- Local school database systems will need to be enhanced to perform the functions of extraction, formatting and encryption of the relevant data, submission of the data file via the Internet, saving the extracted data file locally until confirmation is received from the ADE system, accepting files from the ADE system.
- The enhancements will be done by the software vendors.

DATA SECURITY AND CONFIDENTIALITY

- Student data will not be published, nor will it be updated by ADE staff.
- Data will be encrypted prior to submission.
- Every reporting school/district will assign an authorized person to handle submission and error correction.
- ADE will abide by FERPA regulations

DEVELOPMENT TIMELINE AT ADE

Phase I was put into production for parallel operation with existing systems in the 2001-02 fiscal year.

PHASE II

A firm deadline for implementation of Phase II has not been set. When the deadline has been identified, the development timeline will be announced using the procedures outlined in the **Document Distribution / Postings** section of the earlier chapter titled **About This Document**. The initial step in this phase is to collect data about the support program participation; this is being implemented for the Fall 2003 school year.

DATA CONTENT

The additional data to be collected at this phase includes support program participation (previously called "supplementary" programs/services) established by school districts/charter schools using federal or state grants, and student participation in these programs.

DATA SUBMISSION

Submission of support program participation will be performed the same way all other membership and needs-related information is submitted to SAIS today.

In a future addition to Phase II, to enable submission of student participation in other supplementary and support programs, enhancements must be applied to the ADE Grants System and LEAs' Student Management Systems. At ADE the Grants System needs to capture the descriptive features of the programs/projects LEAs apply for, currently submitted and maintained on paper. At LEAs, the program/service with its grant ID and participating students, needs to be maintained in the local Student Management System. Once maintained locally, student participation data can be extracted and submitted like other data transactions.

General Requirements

Note: This **General Requirements** chapter appears in its entirety in each document in the **Student Database Transaction Requirement** series.

DOCUMENT OVERVIEW

This document describes the requirements for the process of accepting or rejecting data submission transactions.

In this document, chapters correlate to business areas. Chapters are further broken down into sections relating to individual transactions within that business area.

CONVENTIONS

- Transaction field names are underscored.
- Open issues are preceded by "**Issue**". They are located at the end of this document.
- Future requirements are preceded by "**Future Requirement**".

SEVERITY LEVELS

- FATAL – File-level corruption. Reject the entire file. Fatal errors will be generated by the processes preceding those described in this document.
- ERROR – Data verification or validation failure. Reject the transaction. The remainder of the transaction cannot stand on its own without this data.
- WARNING – Data validation failure. Invalid data in one or more elements has a major implication (e.g., funding) but the remainder of the transaction can stand on its own without this data until the data is corrected. Accept the transaction – but not the invalid data – to the database. Advise submitter of need to resubmit correct data.
- INFORMATION – Questionable data in one or more elements has no major implications. Accept the transaction – including the questionable data – to the database. Advise submitter of potential problem.

PROCESSING OVERVIEW

As a general rule, transactions must be processed in a proscribed sequence to be added to the database. This sequence mirrors the way events in public education take place. Processing order is covered in the chapter for each subject area.

The process to accept or reject data submission transactions is broken into three steps – Verification, Validation and Database Update.

Step 1: Verification. In the verification step the transaction is checked for the expected data formats and values.

- If the transaction passes all verifications, proceed to the next step.
- If it fails one or more verifications, it is rejected.

Step 2: Validation. The transaction is checked against the database and each element is subjected to logic checks.

- If the transaction passes all validations, proceed to the next step.
- If it fails one or more validations, it is rejected.

Step 3: Database Update. In the database update step a transaction that passed all validation is written to the database table(s). Passing validation means that the transaction encountered a "Warning" or "Information" severity level, or no severity level at all. Failing validation means that the transaction encountered a "Fatal" or "Error" severity level

- If the database update is successful, the edit is ended for this transaction and it starts over with the next transaction.
- If the database update fails, no update will be done to the SAIS database, and the transaction is rejected.

The validation and database steps are often segregated by Operation Code (add/change/delete). To make this segregation easier to discern, where appropriate each step is split into sub-steps by Operation Code. These sub-steps use the following naming conventions.

Step 2***A***: ***A***dd operation
Step 2***C***: ***C***hange operation
Step 2***D***: ***D***elete operation

The processing section for each transaction is numbered in the following manner.

TransactionID.step-number{.sub-step}.sequential-number

PRECEDING FUNCTIONS

Some processing will take place before the requirements explained in this document will execute. These include:

- File-level error handling (severity level of "fatal")
- Verification & validation of Transaction ID

COMMONLY USED ABBREVIATIONS

ARS Arizona Revised Statutes
CEC certificate of educational convenience; a type of special enrollment
DOA district of attendance
DOR district of residence
LEA local education agency

OPERATION CODE

All transactions include the field Operation Code that allows various operations to be performed on the data in the transaction. Each of the transactions has an explanation of operations allowed in the transaction.

The Operation Code codes are:

- A – add a new transaction
- C – data value in the transaction will change previously submitted value
- D – delete a transaction submitted previously

"CHANGE" OPERATIONS

The chapter **How To Change Specific SAIS Elements** at the end of this document defines the rules for changing elements in SAIS. It also provides a table listing each data element in the Student Database and identifies the transaction(s) designed to change it.

SYSTEM MESSAGE NUMBERS

The system messages used in this document are the final system messages. Draft versions and version 1.0 of this document used a temporary numbering scheme. The final messages are also more descriptive and more precise than the previous messages. The actual system messages issued by the SAIS transaction processing programs can be found in the SAIS document titled System Messages (filename "TransactionSystemMessages.doc") available on the SAIS Design/Requirements Documents website (http://www.ade.state.az.us/sais/saisdbdocs.htm).

INTEGRITY CHECKING

Due to the nature of the data being submitted and the lag time it will take to get the data to gel, SAIS will purposely allow certain illogical situations to exist on the SAIS database. These situations will each need to be fixed before funding can be done for a district. The Integrity Checking process will identify these out-of-sync circumstances and advise the districts of the existence of the situation that will prevent or delay their receipt of state funding. Integrity Checking will be run continually, independent of the data submission process.

FISCAL YEAR

"Fiscal year" is used throughout SAIS. The state fiscal year is defined in ARS § 101.10 as July 1 through June 30. ADE and SAIS operate on the state fiscal year because ADE is a state agency. Arizona statute states rules and operating requirements in terms of fiscal year.

The term "school year" is used rarely in the SAIS system and its rules. The term "school year" refers specifically to the regularly scheduled instructional year (it does not include summer school). LEA's and schools throughout Arizona have widely varying start and end dates, in some rare cases even spanning more than one fiscal year.

SUBMISSION FILE FORMAT DEFINITION

GENERAL DEFINITIONS

The file that contains detail transactions shall be referred to as **Student Data File**.

Files are submitted via one of two methods. The first method is via the web page. The web page knows the submitting LEA's Entity ID and places any submitted files into a specific directory that is named for that Entity ID. The second method is similar, but occurs through a utility to be used inside a local LEA SAIS interface.

FILE NAMING REQUIREMENTS

File naming requirements includes several terms: **filename string** is the complete name of the submitted file. It includes two portions: the **filename** and the **extension**. The last period (.) in the **filename string** separates these two portions.

The **filename string**:

- may only contain the following Permitted Characters: ASCII Characters code 33,35-37, 40-41, 43, 45, 46, 48-57, 65-90, 97-122, 123,125-126.

The **filename** is the portion to the left side of the final period (.) in the **filename string**.

- It must be less than or equal to 126 characters in length.
- It includes everything to the left side of the final “period” in the string, including any periods and what follows them.
- It must be guaranteed by the LEA to be unique.
- Some suggestions for achieving this uniqueness:
  - include Date/Time in the filename;
  - include system-generated sequence numbers in the filename.
- A suggestion to improve file maintenance:
  - include CTDS somewhere in the filename. For districts, CTDS is CTD + 000 for school.

The **extension** is the portion to the right of the last period in the **filename string**.

- It has a set value. It must be the three characters **SDF**.
- It is case insensitive. Uppercase and lowercase characters, or a combination of both, are permissible. In other words, while "SDF", "sdf", and "sDf" are some of the many acceptable versions of **extension**, each will be evaluated the same by SAIS.

Examples of allowable filename strings

- *Containing CTDS, date, time, and extension:*

  010520_1999-08-12_131535.SDF

- *Containing extension, guaranteed to be unique relative to all other submission, past and future:*

  Hi there - this is a file.sdf

- *Typical DOS output in 8.3 format, uses system sequence numbers:*

  00001232.SDF

  1232.sdf

INTERNAL FILE STRUCTURE DEFINITION: DELIMITERS & DATA TYPES

The letters enclosed in parentheses in the *data type* column are used in transaction descriptions throughout this document.

token	*data type*	*format*	*delimiter*	*description*
transaction / record	n/a	n/a	ASCII(0d13) ASCII(0d10)	carriage-return followed by a line-feed (on same line)
field	n/a	n/a	,	a single comma at the end of a field
(field)	code (C)	A or N	{}	alphanumeric or integer value, depending upon the individual code; enclosed within curly braces
(field)	date (D)	CCYY/MM/DD	##	century, year, month, day – separated by forward slashes; enclosed with pound symbols
(field)	integer (I)	-N	none required	This number may NOT contain a decimal point. A minus preceding the number signifies a negative value.
(field)	logical / Boolean (L)	0 OR 1	none required	must be zero (no, false, off) or one (yes, true, on)
(field)	real (R)	-N.N	none required	This number MUST contain a decimal point. Pad with at least a single zero to the right of the decimal point. A minus preceding the number signifies a negative value.
(field)	string / character (S)	A	""	string containing alphanumeric and special characters; enclosed within double quotation marks
(field)	time (T)	HH:MM:SS**:FS**	##	hour, minute, second, fraction of a second – separated by colons; enclosed with pound symbols. NOTE: fraction of a second (:FS) is optional.

FILE HEADER REQUIREMENT

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	*data type*	*content*	*optionality*
1	string	the letter **H**, by itself	required
2	string	hard-coded file identifier string: **Student Detail**	required
3	string	the LEA identifier	required
4	integer	LEA file sequence number • between 1 and 2,147,483,647 *file sequence number MUST begin with 1* • this will allow a single daily submission to be generated for 11,767,033 years.	required
5	date	date 1	optional
6	time	time 1	optional
7	date	date 2	optional
8	time	time 2	optional
9	date	date 3	optional
10	time	time 3	optional
11	integer	fiscal year	required
12	string	reporting unit	optional
13	code	student management system (see the Code Values document for the code value associated with each individual SMS product)	required

Sample file header

The following header information would appear on a single line at the top of the submitted file.

> "H", "Student Detail", "010203000", 006, #1999/08/01#, #00:00:01#, #1999/08/31#, #23:59:59#, #1999/09/10#, #06:15:00#,2000,"unit 1",{1}

This would describe a file that was generated for the district whose CTD is 010203 (the district-level "school" identifier is 000). The sequence number is 006, and the zeros are not necessary, but are accepted. It shows that the data relates to fiscal year 2000.

The date/time fields are provided for the submitter's benefit; the submitter may utilize these fields any way they see fit. For example, if this submitter defines "date/time 1" and "date/time 2" as the period begin and end when changes contained in this file were accepted into their system and "date/time 3" as when the file was generated, then this file header information indicates that the file includes data changes that occurred anytime during the month of August 1999 (from midnight August first through one second before midnight on August 31); the file was generated on September 10th at 6:15 am. ***No reasonability checks will be done on the "date" or "time" fields in the file header.***

The file would also indicate that the reporting unit "unit 1" inside the LEA is submitting its sequence number 006. This field provides additional functionality for those LEA's that have multiple areas or departments submitting files, and each area requires control over the sequence number. For instance, this field is used by many LEA's to differentiate membership, special education and language reporting units. If a submitter uses reporting units "ADM" and "SPED", ADM will have sequence numbers 1, 2, 3… and SPED its own sequence numbers 1, 2, 3… Otherwise, this field may be omitted.

FILE FOOTER REQUIREMENT

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	*data type*	*content*	*optionality*
1	string	the letter **F**, by itself	required
2	integer	the number of transaction records in the file: includes the header and the footer	required

Sample file footer

The following footer information would appear on a single line at the bottom of the submitted file.

"F", 037

This would describe a file that contains 37 records: one header, one footer, and 35 transaction records.

CASE SENSITIVITY

SAIS will change all submitted codes (elements with data type = "C") to uppercase upon processing the submission file. The complete list of elements which are submitted as codes can be found in the document **Student Database Transaction Requirements: Code Values**.

FILE LIMITS

SAIS will reject files exceeding the file limit: Maximum file size limit: 10 MB

Overview of Student Needs and Participation in Programs / Services

INTRODUCTION TO NEEDS

A student may require special support to enhance his/her innate capabilities, which may be within or beyond regular norms. Such required support is termed a need. Needs of interest to the ADE student system are those that are defined and funded by federal titles, State Aid and state block grants.

Programs/services address these Needs. Several manners of programs/services exist. The relationship of Need Groups, Needs, and Program/Services is illustrated in the table below.

Table 1 Need groups, Needs, and Programs/Services

need group	***need*** *(used to be called need category or need type)*	***programs/services***	***funded by***
language	English Language Learner – ELL (changed in legislation in 2002 from Limited English Proficiency – LEPS)	language programs	federal titles state aid
special education (SPED)	the 18 disability categories (as of 7/1/1999: Autism, Emotional Disability, Emotional Disability Separate Facility/Private, Hearing Impairment, Multiple Disabilities, MD Severe Sensory Impairment, Mild Mental Retardation, Moderate Mental Retardation, Other Health Impairments, Orthopedic Impairment, Preschool-Moderate Delay, Preschool-Severe Delay, Preschool-Speech/Language Delay, Specific Learning Disability, Speech/Language Impairment, Severe Mental Retardation, Traumatic Brain Injury, Visual Impairment)	special education services (*used to be called "service types"*)	federal titles state aid
giftedness	quantitative (math), verbal (language), non-verbal reasoning	support programs	federal titles, state block grants
economic	free lunch, reduced lunch; homeless, , immigrant, neglected, refugee		
behavioral	delinquent		
health	homebound	support programs	state aid
academic	math, language arts (reading and/or writing), science, school improvement, social studies, other academic services	support programs	federal titles

A presumed student need is confirmed or refuted by an assessment event. In case a student need is confirmed the student is viewed to be in a state of a particular need; the student no longer has this need when a subsequent assessment event indicates so.

FISCAL YEAR-BASED NEED INFORMATION

Student need information submitted to SAIS is valid for one fiscal year. With the exception of Assessment data, which is submitted in the fiscal during which the assessment is performed, all needs-related data must be resubmitted to SAIS every fiscal year.

CHANGES TO PRIOR YEARS' DATA

Changes to SAIS data for prior years will only be allowed, subject to approval by ADE's School Finance Department, for elements effecting funding for three years back (on the Membership side, those elements on the Student Membership Change transaction; on the Needs side, those elements related to participation in programs and services). Changes to prior years' non-financial elements (those found on the Student Personal Information transaction) are also accepted.

ELEMENTS NAMED "… ON LEGAL DOCUMENT"

Several data elements refer to a legal document. Arizona law (ARS 15-828) requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records) along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Each district determines the document it will accept as a legal document.

SUMMARY OF THE STUDENT NEEDS-RELATED TRANSACTIONS

PHASE I

This document defines the following transactions for the Need – Program/Service Participation relationships.

All Needs
- 011 Student Need

Language Needs
- 012 Student Assessment
- 013 Language Program Participation

Special Education Needs
- 014 SPED Service Participation
- 019 Student SPED Service DOR Transfer
- 021 Initial IEP

ALL NEEDS

Student Need Transaction
While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need.. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the **SPED Service Participation**, the **Language Program Participation**, or the **Support Program Participation** transactions to add the need to SAIS.

- to submit student entry to a need in any need group
- to submit student exit from a need in any need group (this is currently only applicable to homebound, free lunch, and reduced price lunch needs)
- to submit a change to need exit information for any need group (this is currently only applicable to homebound, free lunch, and reduced price lunch needs)
- to submit a deletion of an incorrectly submitted need for any need group

LANGUAGE NEEDS

Student Assessment Transaction
- to submit an assessment
- to submit a change to assessment information
- to submit a deletion of an incorrectly submitted assessment
- to submit an assessment for purposes of monitoring progress of a language student in “Continuing FEP” status (FEP = Fluent English Proficient)

Language Program Participation Transaction
This transaction applies to the language need group only.

- to submit student entry to a language program (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a language program
- to submit a change to language program participation information

- to submit a deletion of an incorrectly submitted language program participation (if there are no other programs attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

SPECIAL EDUCATION NEEDS

SPED Service Participation Transaction
This transaction applies to the special education need group only.

- to submit student entry to a special education service (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a special education service
- to submit a change to special education service information
- to submit a deletion of an incorrectly submitted special education service participation (if there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

SPED Service DOR Transfer Transaction
This transaction applies to the special education need group only.

- to submit a change to funded district of residence information for a specific special education service.
- to submit student entry to a new funded district of residence for a specific special education service.
- to submit a deletion of an incorrectly submitted new funded district of residence for a specific special education service.

PHASE II

As defined earlier in the chapter **SAIS In Brief**. The following transaction was not included in the initial implementation of SAIS. It is being incorporated into the SAIS requirements specification for use beginning with FY 2003-2004.

Needs other than Language and Special Education
This applies to participation in programs for needs in need groups other than Language and Special Education.

- 015 Support Program Participation

SUPPORT PROGRAM PARTICIPATION TRANSACTION

This transaction applies to all need groups other than special education and language and is used as follows:.

- to submit student entry to a need associated with a recognized need group and entry to a support program
- to submit entry to a support program
- to submit a deletion of an incorrectly submitted support program
- to submit an exit from a support program.

Additional Special Education Requirement
This applies to 3 year olds who do not yet receive Special Education Services. This is required for FAPE.

- 021 Initial IEP

INITIAL IEP TRANSACTION

This transaction does not tie to any Needs, Assessments, Programs, or Services.

- to submit the date a student was given an initial IEP, even though he is not yet receiving SPED services
- to submit a change to the initial IEP date or to the proposed date of initiation of services
- to delete an incorrectly submitted initial IEP

All Needs

STUDENT NEED

NOTE: While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the **SPED Service Participation**, the **Language Program Participation**, or the **Support Program Participation** transactions to add the need to SAIS.

NOTE: For all programs/services **except for Support Programs**, when the last Program or Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an 011 transaction. Since funding is sometimes generated based on select Needs associated with some Support Programs, SAIS will not automatically delete any Needs associated with Support Programs. If a Need associated with a Support Program is submitted to SAIS in error, both the Support Program and the Need must be deleted separately.

If a student has been identified as having a particular *Need*, the district or school submits the **Student Need** transaction to record in SAIS the student's entry into that state of need. The transaction requires student identification, the need code and the need entry date. See the section below on **Need Entry and Exit Dates** to determine if a need exit date is required for the specific need being reported.

Only one *Need* can be specified in one transaction. For a student that has been determined to have multiple *Need*s, the school will create one transaction for each *Need.*

NEED ENTRY AND EXIT DATES

While the state of need has a logical start and sometimes an end, SAIS will only require the exact entry and exit dates when they directly affect funding. For non-Support Program needs, funding is generated for services rendered, not simply for the existence of a need.

HOMEBOUND NEED

Children with a homebound need are funded through the ADM process (Membership). The services a homebound student receives are simply hours of regular instruction, but legislation has set the minimum required hours per week of instruction for full-time equivalence to be far lower than that for other students.

Since Arizona statute has set different required instructional time for homebound students than for all other students, ADE must know exactly when the homebound need began and ended. Districts report the homebound need to ADE using the **Student Need** transaction described in this document.

- When a student is determined to have the need of homebound, submit a **Student Need** transaction "add" operation. The Need Entry Date will be the day the student begins receiving home instruction.
- When the student stops receiving home instruction, submit a **Student Need** transaction "change" operation with the Need Exit Date being the day the student last received home instruction.
- If the student has more than one non-contiguous period of home instruction throughout the school year, each of those periods must be submitted separately.

In order to calculate the homebound student's ADM properly, **SAIS requires a need entry date for the homebound need.** If the homebound need ends before the student withdraws from school or completes the new school year, **a need exit date** is also required.

FREE LUNCH ELIGIBILITY, AND REDUCED PRICE LUNCH ELIGIBILITY NEEDS

Children with needs of Free Lunch Eligibility and Reduced Price Lunch Eligibility are eligible for one or more various Support Programs. Participation in these Support Programs will look at both the entry and exit dates of the student's Need, so if the student for some reason ends his/her eligibility before the end of the school year, SAIS requires a need exit date for this need.

ALL NEEDS OTHER THAN HOMEBOUND, FREE LUNCH ELIGIBILITY, AND REDUCED PRICE LUNCH ELIGIBILITY

For all needs other than Homebound, Free Lunch Eligibility, and Reduced Price Lunch Eligibility, funding is generated for services rendered as reported in the various "Program Participation" transactions, which show service start and service end. ADE does not need to know when the student's need itself began or ended, just the service or program participation for that need. **For this reason, for all needs other than Homebound, Free Lunch Eligibility, and Reduced Price Lunch Eligibility SAIS will use the start (entry date) only to determine fiscal year, and if a need exit date is submitted, it will be ignored.**

MIGRANT NEEDS

Beginning in Fiscal Year 2005, Migrant Program Participation will be captured in SAIS using an interface process from the Migrant COEStar database. Migrant Program Participation transactions submitted to SAIS from LEAs will be disallowed.

NEEDS-ONLY STUDENTS

Occasionally a district might report a student to SAIS for special needs only, meaning that the student does not generate funding from a membership (ADM). In the vast majority of cases where special needs are concerned, a student will attend a state-funded school for regular instruction and a state-funded school for programs or services for their special needs.

> For a needs-only student, if the child has not already been assigned a SAIS student identifier, then before the need or the program/service participation may be submitted to ADE, the district must submit a **Student Personal Information** transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

FREE AND REDUCED LUNCH NEEDS

> *ADE is currently documenting procedures for handling all information relating to the student Needs of Free Lunch Eligibility and Reduced Price Lunch Eligibility. These procedures will be published with the SAIS database requirements documents. Integrity validations relating to these needs are marked with the expression "Free-Reduced Special Handling."*

Free Lunch Eligibility and **Reduced Price Lunch Eligibility** needs are required to be reported in SAIS for all children eligible for one of these services, even if they are not receiving the service. Failure to submit this data could result in delays to or inaccurate funding. However, if the LEA is receiving Special Assistance under Provision 2 or Provision 3 of the National School Lunch Program, it is not necessary to report to SAIS children eligible for Free Lunch or Reduced Price Lunch.

TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 011
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Need C = Change existing Need Exit Date (for homebound and free/reduced lunch) D = Delete Need
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need*
empty field				*although this element is no longer collected, the empty field has been left in place to simplify coding for submitters who have already utilized this location*
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. *For all needs **except homebound** and **free/reduced lunch**, this element will be used solely to determine the school year during which the need occurred.*
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. *For all needs **except homebound** and **free/reduced lunch**, this element will not be used.*

CHANGING ELEMENTS

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Need Exit Date (for homebound and free/reduced lunch eligibility needs only)

ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 2 Needs Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
empty field	*X*	*X*	*X*
Need Entry Date	R	R	R
Need Exit Date		1	X

1 although this is the only changeable field on this transaction, it is not required for a valid "change" operation because the "change" might be intended to remove an existing Need Exit Date from the SAIS database

> ***Note on System Message Numbers:*** *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

011.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

011.1.1 ALLOWED DATA FORMAT

All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date; an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.

If the value in any element does not match the SAIS-defined data type, then:
Report the discrepancy as: **ERROR:** system-message -9009.

Solution: Resubmit this transaction, with each element in its allowed format only.

011.1.2 ALLOWED CODE VALUES

Some elements have a set of pre-defined allowed values. These values are defined in the Transaction Requirements: Code Values located at: http://www.ade.az.gov/sais/codevalues/DataTransactionCodeValues.doc. For these defined elements, SAIS cannot accept a value not listed in the document.

Table 2 Needs Transaction Element Optionality *identifies elements limited to proscribed code values. These values can be found in the Data Transaction Code Values document, except for Transaction ID, which varies by transaction, and Operation Code, whose possible values of A, C, and D vary by transaction.*

If any element with predefined allowed code values contains an unallowed value, then:
Report the discrepancy as shown in the table below:

Error Msg. #	Error Message
-19005	Unallowed value in element: Need Code

Solution: Resubmit this transaction with only allowed code values in the appropriate fields.

011.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:
Report the discrepancy as: **ERROR:** system-message -9000.

Solution: Resubmit this transaction with the correct Operation Code.

011.1.4 MISSING FIELDS

Table 2 Needs Transaction Element Optionality *identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (Operation Code).*

If any required fields are missing, then:
Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-9001	Missing required element: Operation Code
-9002	Missing required element: Student ID
-9005	Missing required element: CTDS (Equivalent to Entity ID)
-19001	Missing required element: Need Code
-19003	Missing required element: Need Entry Date

Solution: Resubmit this transaction with information in every required field.

011.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **011.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 2 Needs Transaction Element Optionality**.

The following diagram is used throughout this Validation step to illustrate various combinations of data already existing on SAIS and data being submitted in the current incoming transaction. Note the following conventions are used.

- *All sample data is for Need "Homebound" unless stated otherwise. The most used alternate Need is "Autism" (A).*
- *All data includes a Need Exit Date unless explicitly stated otherwise.*
- *Each cell in a dated column spans the entire month.*

data	9/1	10/1	11/1	12/1	1/1	2/1	disposition
data already on SAIS							
incoming transaction (add)							ERROR: need already exists on SAIS

(image37.gif)

011.2.1 ENTITY / LEA

Although a student's needs are irrespective of where or if he attends school, the Entity ID is a required field for data tracking purposes. If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system.

If the **Entity ID not** found in the SAIS database, then:
Report the discrepancy as: **ERROR:** system-message -9017.

Solution: Resubmit this transaction including the correct Entity ID information.

011.2.2 OPERATION CODE

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:
Perform **011.2A Step 2A: Add operation**.

If Operation Code = C (change), then:
Perform **011.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:
Perform **011.2D Step 2D: Delete operation**.

011.2A STEP 2A: ADD OPERATION

Prior to performing any of the add operation edits below, check the Need code. If the Need is Migrant Agriculture Employment, the transaction must be disallowed with the **ERROR** message -419000: "Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated". Where this occurs, do not continue with transaction edits.

011.2A.1 STUDENT IDENTIFIERS

*Although the existence of a student's Need is not predicated upon his membership in an Arizona school, SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (Student ID) and the school-generated student identifier (School Student ID) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the **Student Personal Identification** transaction.*

> *The remainder of this edit is identical to that for **Student Readmission**, found in Transaction Requirements: Membership document* **002.2A.2 Student Identifiers***.*

Note the following difference between the process for **Student Enrollment** and that for all other transactions.

- Optionality of identifiers.

element	*description*	*New Enrollment or PI Add*	*all other transactions*
School Student ID	school-generated student identifier	required	optional
Student ID	ADE-generated student identifier	optional	required

- A new SAIS-generated student identifier (Student ID) can only be generated for a **Student Enrollment** for a student who is new to the Arizona public school system (some E3, E6, E11, and E15's) or using the **Student Personal Information** add operation.
- The SAIS-generated student identifier is required for all transactions except the **Student Enrollment** and **Student Personal Information** add new student operations.
- Only **Student Enrollment** collects previous school information.
- Only **Student Enrollment** collects concurrent school information.

If the Student **not** found in the SdStudents table then:
Report the discrepancy as: **ERROR:** system-message -9010.

Solution: There are two possible solutions, depending on the situation.

- If the SAIS ID is incorrect, and there is no matching student on the database, submit the relevant transaction (**Student Enrollment** or **Student Personal Information Change**) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.

011.2A.2 NEED ENTRY & EXIT DATES

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

Set **Fiscal Year** to the fiscal year identified by the Need Entry Date.

Perform one of the following paragraphs depending upon the combination of dates submitted in the transaction.

If (Need is Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility) and If (Entity ID + Student ID + Need Code + Need Entry Date) **is** found in SdStudentNeeds table, then:

this need, during this period of time, already exists on the database

OR, If (Need is NOT one of the following: Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility) and If (Entity ID + Student ID + Need Code) for the **Fiscal Year** identified by the Need Entry Date **is** found in SdStudentNeeds table, then:

this need, during this fiscal year, already exists on the database

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							ERROR: need already exists on SAIS

(image38.gif)

Report the discrepancy as: **ERROR** message -19007.

Solution: None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row is **not** already on the database, then:

CONTINUE WITH THIS EDIT.

If this is a need to which exit date is relevant (e.g., Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility),

Perform one of the remaining edits in this section, depending upon whether Need Exit Date was submitted or not.

011.2A.2.1 Need Exit Date is Submitted (not blank)

or **011.2A.2.2 Need Exit Date is not Submitted (blank)**

Else,

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentNeeds StudentID from Student ID.
Set SdStudentNeeds NeedID from Need Code.
Set SdStudentNeeds StartDtm from Need Entry Date.
Set SdStudentNeeds EndDtm to nulls.

011.2A.2.1 NEED EXIT DATE IS SUBMITTED (NOT BLANK)

This section is performed only if this is a need to which exit date is relevant (e.g., Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility).

If **Fiscal Year** of Need Exit Date **not** the same **Fiscal Year** of Need Entry Date, then:
Report the discrepancy as: **ERROR** message -19008.

Solution: Resubmit this transaction, with the correct information.

If Need Exit Date < Need Entry Date, then:
Report the discrepancy as: **ERROR** message -19009.

Solution: If one or both of the dates is incorrect, resubmit this transaction, with the correct information.

Retrieve from the SdStudentNeeds table for the same **Fiscal Year** as the Need Entry Date, the **most recent row** for this need (see "*" on diagram below) where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm < Need Entry Date.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							

(image39.gif)

If the above row **is** found, then:
*the row in this FY table that was found is the **closest to, but earlier than**, this entry date*

If SdStudentNeeds EndDtm is populated

If SdStudentNeeds EndDtm = Need Entry Date
OR If SdStudentNeeds EndDtm > Need Entry Date
need already exists on file, for a period that overlaps this transaction's dates.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS		*					
incoming transaction (add)							ERROR: Need already exists on SAIS

(image11.gif)

Report the discrepancy as: **ERROR** message -19011.

Solution: There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentNeeds EndDtm is **not** populated
Need on SAIS is still active

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							no exit date
incoming transaction (add)							ERROR: Need already exists on SAIS

(image12.gif)

Report the discrepancy as: **ERROR** message -19007 AND as **ERROR** message -19012.

Solution: There are several possible solutions.
- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentNeeds table for the same **Fiscal Year** as the Need Entry Date, the **oldest recent row** for this need, where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm > Need Entry Date.

If SdStudentNeeds StartDtm < Need Exit Date
the Need on SAIS overlaps the incoming transaction

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							ERROR: Need already exists on SAIS

(image13.gif)

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							no exit date
incoming transaction (add)							ERROR: Need already exists on SAIS

(image14.gif)

Report the discrepancy as: **ERROR** message -19011.

Solution: There are several possible solutions.
- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing Need with a **Student Needs** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

If SdStudentNeeds StartDtm < Need Exit Date
the Need on SAIS is still active

If this edit ended successfully (no severity level of WARNING or ERROR), then:
Set SdStudentNeeds StudentID from Student ID.
Set SdStudentNeeds NeedID from Need Code.
Set SdStudentNeeds StartDtm from Need Entry Date.
Set SdStudentNeeds EndDtm from Need Exit Date.

011.2A.2.2 NEED EXIT DATE IS NOT SUBMITTED (BLANK)

This section is performed only if this is a need to which exit date is relevant (e.g., Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility).

This appears to be a new need for the student. SAIS must verify that if the student had the same need during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction.

If (Entity ID + Student ID + Need Code + Need Entry Date) **is** found in SdStudentNeeds table, then:
this need, during this period of time, already exists on the database

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: need already exists on SAIS

(image15.gif)

Report the discrepancy as: **ERROR** message -19011.

Solution: None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row is **not** already on the database, then:
CONTINUE WITH THIS EDIT.

Retrieve from the SdStudentNeeds table of the same **Fiscal Year** as the Need Entry Date, the **most recent row** for this need (see "*" on diagram below) where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm < Need Entry Date.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							no exit date

(image16.gif)

If the above row **is** found, then:
Find the row in this FY table that is the **closest to, but earlier than**, this entry date

If SdStudentNeeds EndDtm is populated

If SdStudentNeeds EndDtm = Need Entry Date
OR If SdStudentNeeds EndDtm > Need Entry Date
need already exists on file, for a period that overlaps this transaction's dates.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: Need already exists on SAIS

(image18.gif)

Report the discrepancy as: **ERROR** message -19011.

Solution: There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentNeeds EndDtm is **not** populated
Need on SAIS is still active

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							no exit date
incoming transaction (add)							no exit date; ERROR: Need already exists on SAIS

(image19.gif)

Report the discrepancy as: **ERROR** message -19007 AND as **ERROR** message -19012.

Solution: There are several possible solutions.
- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentNeeds table for the same **Fiscal Year** as the Need Entry Date, the **oldest recent row** for this need (*) where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm > Need Entry Date.

If the above row is found, then:
the Need on SAIS overlaps the incoming transaction

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS				*			
incoming transaction (add)							no exit date; ERROR: Need already exists on SAIS

(image20.gif)

Report the discrepancy as: **ERROR** message -19011.

Solution: There are several possible solutions.
- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing Need with a **Student Needs** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

If this edit ended successfully (no severity level of WARNING or ERROR), then:
Set SdStudentNeeds StudentID from Student ID.
Set SdStudentNeeds NeedID from Need Code.
Set SdStudentNeeds StartDtm from Need Entry Date.
Set SdStudentNeeds EndDtm to nulls.

011.2C STEP 2C: CHANGE OPERATION

This operation is valid only when the need is one to which a changeable field is relevant (e.g., Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility).

Prior to performing any of the change operation edits below, check the Need code on the transaction. If the Need is Migrant Agriculture Employment, the transaction must be disallowed with the **ERROR** message -419000: "Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated". Where this occurs, do not continue with transaction edits.

011.2C.1 FIND EXISTING NEED

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code) for the **Fiscal Year** as identified by Need Entry Date is **not** found in SdStudentNeeds table, then:

this need, during this period of time, does not exist on the database

Report the discrepancy as: **ERROR** message -19013.

Solution: None.

DO NOT CONTINUE.

011.2C.2 VERIFY EXIT DATE

If SdStudentNeeds EndDtm = Need Exit Date, then:

Report the discrepancy as: **WARNING** message -209000.

Solution: None. Data on SAIS already matches the submitted transaction data.

If **Fiscal Year** of Need Exit Date **not** the same **Fiscal Year** of SdStudentNeeds StartDtm, then:

Report the discrepancy as: **ERROR** message -19008.

Solution: Resubmit this transaction with the correct information.

If Need Exit Date < SdStudentNeeds StartDtm, then:

Report the discrepancy as: **ERROR** message -19009.

Solution: If one or both of the dates is incorrect, resubmit this transaction with the correct information.

Determine if the Need Exit Date of this transaction will overlap with the SdStudentNeeds StartDtm of a subsequent row in the table having the same SdStudentNeeds NeedID.

Retrieve from the SdStudentNeeds table of the same **Fiscal Year** as the Need Entry Date, the **oldest row** for this need where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm > Need Entry Date.

If SdStudentNeeds StartDtm =< Need Exit Date

the next Need on SAIS overlaps the incoming transaction's new exit date

data	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	disposition
data already on SAIS for the same Need code				*			*		
incoming transaction (change)									ERROR: Need exit date overlaps another record with same Need code that already exist on SAIS

(image21.gif)

Report the discrepancy as: **ERROR** message -19014.

Solution: There are several possible solutions.

- If the transaction exit date is incorrect, resubmit this transaction with the correct information.
- If the subsequent existing SAIS start date is incorrect, fix this with **Student Needs** transactions "delete" and "add" operations (deleting the existing SAIS row and adding a correct transaction). Then resubmit this transaction.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentNeeds EndDtm from Need Exit Date.

011.2D STEP 2D: DELETE OPERATION

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If this is a need that is dependent on an exact need entry date (e.g., Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility),

If (Entity ID + Student ID + Need Code + Need Entry Date) is **not** found in SdStudentNeeds table, then:

this need, during this period of time, does not exist on the database

Report the discrepancy as: **ERROR** message -19013.

Solution: None.

DO NOT CONTINUE.

else, if this is NOT a need that is dependent on an exact need entry date like the homebound or free/reduced lunch eligibility need (rather, the need requires the entry date only to figure **Fiscal Year**),

If (Entity ID + Student ID + Need Code) for the **Fiscal Year** identified by Need Entry Date is **not** found in SdStudentNeeds table, then:

this need, during this fiscal year, does not exist on the database

Report the discrepancy as: **ERROR** message -19013.

Solution: None.

DO NOT CONTINUE.

If there is any program or service attached to this Need, for the **Fiscal Year** identified by Need Entry Date is **not** found in SdStudentNeeds table, then:

this need, during this fiscal year, and has at least one program or service attached to it; Need cannot be deleted

Report the discrepancy as: **ERROR** message -19016.

Solution: None.

DO NOT CONTINUE.

011.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **011.3A Add Need**.

For Operation Code = change,
Perform **011.3C Change Need**.

For Operation Code = delete,
Perform **011.3D Delete Need**.

011.3A ADD NEED

Write new row of SdStudentNeeds to SAIS Student database.

011.3C CHANGE NEED

The row in the SdStudentNeedes table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Write updated row of SdStudentNeeds to SAIS Student database.

011.3D DELETE NEED

The row in the SdStudentNeed table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Delete the selected current row of SdStudentNeeds.

Language Needs

> *The terminology used in the language area periodically changes in response to current trends. The language area has included the terms "Bilingual," "Limited English Proficiency," "English Acquisition," and "English Learner." No matter what the current accepted terminology may be, these terms all refer to the language needs area.*

Having a low level of skill in comprehending, speaking, reading, or writing the English language due to upbringing in another language entitles a student to participate in a suitable language program (ARS § 15-751.1). The LEA shall determine what language program is suitable by using an approved assessment method.

Two transactions were designed for the language subject area:

- The **Student Assessment** transaction is designed to capture data concerning assessments administered to a student in order to identify a language need, and is also used to identify a student whose language progress is being monitored after achieving FEP status.
- The **Language Program Participation** transaction is designed to capture data concerning entry to/exit from a language program in which the student participates.

HOW TO USE THE LANGUAGE-RELATED TRANSACTIONS

- When the student has a language-related assessment, submit the **Student Assessment** "add" operation to record that assessment in SAIS. The assessment “add” operation will also be used when a student is classified as “Continuing FEP”.

- When the student begins participation in a language program, submit the **Language Program Participation** "add" operation to establish the student's program entry date. (This transaction will automatically register the language need – if it doesn't already exist -- in SAIS for this student for the entire fiscal year.)

- When the student ends participation in that language program, submit the **Language Program Participation** "change" operation to enter an exit date for that program for the student. (The Need information will not change on SAIS.)

- If a student's participation was reported in error, submit the **Language Program Participation** "delete" operation to remove the student from that program. (If there are no other language programs for the student this school year, this will automatically delete the language need for this student.) The delete operation removes the student from the program altogether.

STUDENT ASSESSMENT

As stated earlier in the introduction to this **Language Needs** chapter, assessment events confirm or refute a student's presumed need. This transaction is independent of need. At this time, only assessment events related to the language need must be submitted to SAIS, although in the future this transaction could be used to submit assessment information pertaining to any need in any need group.

ASSESSMENT RULES:

1. Each student participating in a language program must have an assessment the most recent of which demonstrates that the student is in need of language program assistance. Such language assessments may be administered in any public or charter school in the State within the current or previous fiscal year of the start date of the corresponding language program participation. *Because assessments and programs are not submitted simultaneously, this validation will be done not here in transaction processing but later in the Integrity Checking Process.*

2. The date on the assessment transaction should be the date the assessment was performed. An assessment for a child will not necessarily fall into the same school year as when a child receives services for a need. For instance, many children are given language assessments in Spring in preparation for services that will be provided to them in the upcoming school year starting that Fall. Normally, SAIS requires all transactions in a single submission file to pertain to a single fiscal year. However, to accommodate the possible cross-fiscal-year situation with Assessments, SAIS will accept a file containing Student Assessment dates for the fiscal year specified in the header and for one fiscal year earlier than that specified in the header. **This exception applies to the Student Assessment transaction**

3. Because assessment methods used during FY04 and previously are different than those which will be instituted for FY05 and beyond, certain of the assessment transaction validations applied in FY05 will be programmed to allow a measure of flexibility. They are:
   a) Assessment codes (assessment methods) used during and prior to FY04 will continue to be accepted if the corresponding assessment date is on or before June 30, 2004.
   b) Assessment codes new for FY05 (Arizona Language Assessment) will be accepted if the corresponding assessment date is on or after July 1, 2004.
   c) The assessment result code will be a required field if the corresponding assessment date is on or before June 30, 2004; whereas if the assessment date is on or after July 1, 2004, the assessment result code will be optional.
   d) SAIS will retain on the database the most recent valid Assessment Result Code reported to SAIS. SAIS will not remove a valid Assessment Result Code on the database if a transaction is submitted with a blank Assessment Result Code
   e) The assessment score (scale score) will be a required field if the corresponding assessment date is on or after July 1, 2004. Otherwise it will be optional.

4. An ELL student must be reassessed for possible reclassification at least once per year. Such reassessments are administered to determine if an ELL student has developed the English language skills necessary to succeed in the English language curricula.

5. Evaluation of fluent English proficient (FEP) students after exit from ELL programs will be monitored in SAIS using pseudo assessment transactions. Assessment result code of “Continuing FEP” and assessment score of ‘999’ will be captured to flag the student as having exited the ELL program.

6. Assessments may be administered on non-school days.

7. The assessment does not have to be done at the school giving the services

TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 012
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Assessment C = Change Assessment Result Code D = Delete Assessment
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Assessment Code	ASSMNTCD	3	C	Type of assessment conducted *See Transaction Requirements: Code Values – Assessment Methods*
Assessment Result Code	ASSMNTRSCD	2	C	The assessment result *See Transaction Requirements: Code Values – Assessment Results*
Assessment Date	ASSMNTDT	10	D	The date the assessment was finalized.
Assessment Score 1, 2	ASSMNTSCORE	3	I	The scale score.

Information Notes:

1. A score of 999 indicates a student in Continuing FEP status.
2. A score of 998 indicates the student did not attempt to complete assessment test.

CHANGING ELEMENTS

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Assessment Result Code
- Assessment Score

ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 3 Assessment Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Assessment Code	R	R	R
Assessment Result Code	1, 3	1, 3	X
Assessment Date	R	R	R
Assessment Score	2	2	X

[1] *Prior to FY05, Assessment Result Code was a required field. Beginning FY05 it is optional if the Assessment Date is in FY05 because assessments now reflect sub-tests of assessments rather than the entire assessment (see Code Values document, table Assessment Method). As such, a final result might not be available when a sub-test is reported to SAIS. SAIS will retain on the database the most recent valid Assessment Result Code reported to SAIS. NOTE: SAIS will not remove a valid Assessment Result Code on the database if a transaction is submitted with a blank Assessment Result Code. The Assessment Result Code will be a required field if the Assessment Date is in FY04.*

[2] *Prior to FY05, Assessment Score did not exist. Beginning FY05 it is required for "add" and "change" operations where the Assessment Date is in FY05 or beyond. The "scale" score will be entered in the Assessment Score field.*

3 Although the Assessment Result Code is an optional field, at least one assessment result for the 3 sub-tests submitted must contain a result indicating the student is eligible for language training in order for the language program transaction to pass successfully through Integrity.

012.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

012.1.1 ALLOWED DATA FORMAT

Perform the same validation as for **Student Needs**, **011.1.1 Allowed data format**.

012.1.2 ALLOWED CODE VALUES

Perform the same validation as for **Student Needs**, **011.1.2 Allowed code values**. Codes will be validated in this step based upon the fiscal year indicated in the assessment date.

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-21004	Unallowed value in element: Assessment Code
-21005	Unallowed value in element: Assessment Result Code

012.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:
Report the discrepancy as: **ERROR:** system-message -9000.

Solution: Resubmit this transaction with the correct Operation Code.

012.1.4 MISSING FIELDS

Using **Table 3 Assessment Transaction Element Optionality**, perform the same validation as for **Student Needs**, **011.1.4 Missing Fields**.

If any required fields are missing, then:
Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-21001	Missing required element: Assessment Date
-21002	Missing required element: Assessment Code
-21003	Missing required element: Assessment Result Code **(only valid for assessment dates of FY04 and earlier)**
-21009	Missing required element: Assessment Score **(only valid for assessment dates of FY05 and later)**

012.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL ERROR severity levels) and unless stated otherwise in the following sections, proceed to **012.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 3 Assessment Transaction Element Optionality** above*.*

012.2.1 ENTITY / LEA

Don't go beyond this point if the LEA (Entity ID) does not exist in the system.

If the Entity ID **not** found in the SAIS database, then:
Report the discrepancy as: **ERROR:** system-message -9017.

Solution: Resubmit this transaction including the correct Entity ID information.

012.2.2 FISCAL YEAR

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*
Set **Fiscal Year** to the fiscal year in the header.
Keep in mind that the complete set of Assessments reported for a single district for a single fiscal year may occur over a period of time that spans two fiscal years.

Get the **most recent occurrence** of this Student ID in the SdStudents table on the SAIS database.

012.2.3 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:
Perform **012.2A Step 2A: Add operation**.

If Operation Code = C (change), then:
Perform **012.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:
Perform **012.2D Step 2D: Delete operation**.

012.2A STEP 2A: ADD OPERATION

The add operation will add an assessment transaction for the given student with the following stipulations over and above those stated elsewhere:

1. Where the **Fiscal Year** is 2004 or earlier per the assessment date;
    a. Assessment Code values of 1, 2, 3, and 4 are allowed; if not, report the discrepancy as **ERROR** message -21004: Unallowed value in element: Assessment Code
    b. Assessment Result code is required, and must be a valid value (see Transaction Code Values doc); if not, report the discrepancy as **ERROR** message -21005: Unallowed value in element: Assessment Result Code.
    c. Assessment Score is optional; if a value is submitted report the discrepancy as a **WARNING** message -221005 (Assessment Score is an optional field for assessment date submitted; SAIS was not updated with score value on transaction)
2. Where the **Fiscal Year** is 2005 and beyond per the assessment date:
    a. Assessment Code values of 5, 6, and 7 are allowed; if not, report the discrepancy as **ERROR** message -221003: (Assessment Code not valid with Assessment Date submitted; SAIS was not updated)
    b. Assessment Result code is optional but must be valid (see Transaction Code Values doc); if a valid value is submitted report the discrepancy as a **WARNING** message -221007. If the Assessment Result code is blank, but a valid value is already on SAIS, report with the **WARNING** message -221001.
    c. Assessment Score is required. If not provided, report the discrepancy as **ERROR** message -21009:

012.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs**, **011.2A.1 Student identifiers**.

012.2A.2 FIND ASSESSMENT

Attempt to retrieve the row from the SdStudentAssessments table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Assessment Code + Assessment Date) **is** found in SdStudentAssessments table, then:
this assessment already exists on the database

Report the discrepancy as: **ERROR** message - 221002 - Submitted Assessment values for this operation already match the SAIS database. SAIS was not updated

Solution: None.

DO NOT CONTINUE.

If this edit ended successfully (no severity level of WARNING or ERROR), then:
Set SdStudentAssessments StudentID from Student ID.
Set SdStudentAssessments AssessmentID from Assessment Code.
Set SdStudentAssessments RefAssessmentResultID from Assessment Result Code.
Set SdStudentAssessments AssessmentDtm from Assessment Date.

Set SdStudentAssessments FiscalYear to **Fiscal Year**.
Set SdStudentAssessments Score to Assessment Score.

012.2C STEP 2C: CHANGE OPERATION

The change operation will modify the assessment result and/or the assessment score of an assessment transaction previously recorded for the given student with the following stipulations over and above those stated elsewhere:

1. Where the **Fiscal Year** is 2004 or earlier per the assessment date;
    a. Assessment Code values of 1, 2, 3, and 4 are allowed; if not, report the discrepancy as **ERROR** message -21004: Unallowed value in element: Assessment Code
    b. Assessment Result code is required, and must be a valid value (see Transaction Code Values doc); if not, report the discrepancy as **ERROR** message -21005: Unallowed value in element: Assessment Result Code
    c. Assessment Score is optional; if a value is submitted report the discrepancy as a **WARNING** message -221005 (Assessment Score is an optional field for assessment date submitted; SAIS was not updated with score value on transaction.)
2. Where the **Fiscal Year** is 2005 and beyond per the assessment date:
    a. Assessment Code values of 5, 6, and 7 are allowed; if not, report the discrepancy as **ERROR** message -21004: Unallowed value in element: Assessment Code
    b. Assessment Result code is optional but must be valid (see Transaction Code Values doc); if a valid value is submitted report the discrepancy as a **WARNING** message -221007. If the Assessment Result code is blank, but a valid value is already on SAIS, report with the **WARNING** message -221001.
    c. Assessment Score is required. If not provided, report the discrepancy as **ERROR** message -21009 (Missing required element: Assessment Score).

012.2C.1 FIND EXISTING ASSESSMENT

Retrieve the row from the SdStudentAssessments table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Assessment Code + Assessment Date) is **not** found in SdStudentAssessments table, then:

no matching assessment exists on the database

Report the discrepancy as: **ERROR** message -21010 - No Matching Assessment Record found.

Solution: None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row **is** already on the database, then:
CONTINUE WITH THIS EDIT.

If **Fiscal Year** < 2005
If SdStudentAssessments RefAssessmentResultID = Assessment Result Code,

Report the discrepancy as: **ERROR** message -209000 - No elements on the transaction are different. SAIS was not updated.

Solution: None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

If **Fiscal Year** >= 2005
If SdStudentAssessments RefAssessmentResultID = Assessment Result Code
If SdStudentAssessments Score = Assessment Score
information already matches SAIS

Report the discrepancy as: **WARNING** message -209000.

Solution: None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

Else, if the Assessment Result Code in the database has a valid value, but the incoming value is blank,
incoming Result Code is blank but there is a valid code on SAIS already; SAIS will not override a valid code on the database with a blank result

Report the discrepancy as: **WARNING** message -221001. Message: "Submitted Assessment Result Code is blank but there is a valid code on SAIS already; SAIS will not override a valid code with a blank."

Solution: None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

012.2C.3 CHANGE ALL CHANGEABLE ELEMENTS

If all edits ended successfully (no severity level of WARNING or ERROR), then:

If **Fiscal Year** < 2005
Set SdStudentAssessments Score to nulls
Set SdStudentAssessments RefAssessmentResultID from Assessment Result Code.
If **Fiscal Year** >= 2005
Set SdStudentAssessments Score to Assessment Score
If Assessment Result Code is not blank,
Set SdStudentAssessments RefAssessmentResultID from Assessment Result Code.

012.2D STEP 2D: DELETE OPERATION

SAIS will not associate assessments with a particular need or program/service at this time.

Retrieve the row from the SdStudentAssessments table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Assessment Code + Assessment Date) is **not** found in SdStudentAssessments table, then:
no matching assessment exists on the database

Report the discrepancy as: **ERROR** message -21010 - No Matching Assessment Record found.

Solution: None.

DO NOT CONTINUE.

012.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **012.3A Add Assessment**.

For Operation Code = change,
Perform **012.3C Change Assessment**.

For Operation Code = delete,
Perform **012.3D Delete Assessment**.

012.3A ADD ASSESSMENT

Write new row of SdStudentAssessments to SAIS Student database.

012.3C CHANGE ASSESSMENT

The row in the SdStudentAssessments table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Write updated row of SdStudentAssessments to SAIS Student database.

012.3D DELETE ASSESSMENT

The row in the SdStudentAssessments table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Delete the selected current row of SdStudentAssessments.

LANGUAGE PROGRAM PARTICIPATION

This transaction applies to participation in programs associated with the language need group only. (See Table 1 for relevant needs.)

See the section **How to use the Language-related transactions** in the beginning of this **Language Needs** chapter for instructions on how this transaction is to be used.

LANGUAGE RULES

1. At any given time a student may participate only in one language program.

2. ELL should always tie up to a membership at the school, so that when a membership ends the ELL program participation should end as well.

3. When the last Language Program Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit a 011 transaction.
4. The most recent assessment administered for the student must demonstrate that the student is in need of language training in order for language program participation to be accepted in SAIS.

HOW TO CHANGE A STUDENT'S SCHEDULING TRACK MID-YEAR

SAIS does not anticipate that students will often be changing tracks mid-year specifically for their language programs. Therefore, there is no dedicated transaction for this. To accomplish a mid-year track change, the district should take the following steps.

- Exit the student from the language program and the previous Track he was scheduled in
- Enter the student effective the following day, for the same language program but in the new Track

TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	Description
Transaction ID	TRANSID	3	I	ID value = 013
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Program Participation C = Change existing language program participation information D = Delete Program Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier

field name	abbreviated name	length	data type	Description
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need* *NOTE: At this time, the only appropriate value for this transaction is the need code for language (LEPS).*
Program Code	PROGSVCCD	2	C	Type of program or service *See Transaction Requirements: Code Values – Language Programs*
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/service
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/service
Program Exit Reason Code	PSEXITRSNCD	2	C	Reason for exiting the language program *See Transaction Requirements: Code Values – Language Program Exit Reason*
Language Participation Status	LANGSTAT	2	C	Status of the student's participation in a language program compared with the previous enrollment (i.e., the student is new to a language program or is continuing in a language program from previous school year or previous enrollment this year) *See Transaction Requirements: Code Values – Language Participation Status*

CHANGING ELEMENTS

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- Program Exit Date
- Program Exit Reason Code
- Language Participation Status

ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 4 Language Program Participation Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
Program Code	R	R	R
Program Entry Date	R	R	R
Program Exit Date	1	1, 2	X
Program Exit Reason Code	1	1, 2	X
Language Participation Status	R	R	X

1 If either of these fields is submitted, then both must be included for a valid "add" or "change" operation.

2 Note that although these are changeable fields, values are not required, because the "change" might be intended to remove an existing Program Exit Date and Program Exit Reason Code from the SAIS database.

Note on System Message Numbers: *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

013.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

013.1.1 ALLOWED DATA FORMAT

Perform the same validation as for **Student Needs**, **011.1.1 Allowed data format**.

013.1.2 ALLOWED CODE VALUES

Perform the same validation as for **Student Needs**, **011.1.2 Allowed code values**.

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-22001	Unallowed value in element: Program Code
-22002	Unallowed value in element: Program Exit Reason Code
-22003	Unallowed value in element: Program Entry Date – not in given Fiscal Year

013.1.3 OPERATION CODE

Perform the same validation as for **Student Needs**, **011.1.3 Operation Code**.

013.1.4 MISSING FIELDS

Using **Table 4 Language Program Participation Transaction Element Optionality**, perform the same validation as for **Student Needs**, **011.1.4 Missing Fields**.

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-22006	Missing required element: Program Code
-22007	Missing required element: Program Entry Date

013.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **013.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 4 Language Program Participation Transaction Element Optionality**.

013.2.1 ENTITY / LEA

Perform the same validation as for **Student Needs**, **011.2.1 Entity / LEA**.

013.2.2 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:
Perform **013.2A Step 2A: Add operation**.

If Operation Code = C (change), then:
Perform **013.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:
Perform **013.2D Step 2D: Delete operation**.

013.2A STEP 2A: ADD OPERATION

013.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs**, **011.2A.1 Student identifiers**.

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*
Set **Fiscal Year** to the fiscal year identified by the Program Entry Date.

013.2A.2 PROGRAM/SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + Program Code + Program Entry Date) **is** found in SdStudentParticipationProgSvcs table, then:
this program already exists on the database for this period

Report the discrepancy as: **ERROR** message -22004.

Solution: None.

DO NOT CONTINUE.

013.2A.3 VERIFY ENTRY/EXIT DATES

If Track Number is not valid for this Entity ID then:
Report the discrepancy as: **ERROR** message -23034.

Solution: Resubmit this transaction with the correct information.

DO NOT CONTINUE.

If Program Exit Date is submitted:
If Program Entry Date > Program Exit Date, then:
program ended before it began?

Report the discrepancy as **ERROR** message -22008

Solution: If one or both of the dates is incorrect, resubmit this transaction with the correct information.

013.2A.4 VERIFY REASON CODE/EXIT DATE

If Program Exit Date is submitted (not blank) and Program Reason Code is not submitted (blank), then;
program reason code required when exit date provided

Report the discrepancy as **ERROR** message -22009

Solution: Enter a Program Reason Code and resubmit this transaction with the correct information.

If Program Reason Code submitted (not blank) and Program Exit Date is not submitted (blank), then;
program exit date required when reason code provided

Report the discrepancy as **ERROR** message -22010

Solution: Enter a valid Program Exit Date and resubmit this transaction with the correct information.

013.2A.5 SCHOOL PROGRAM PARTICIPATION

Ensure that this school actually offers the program/service submitted.

Retrieve the row from the SAISEntityPartProgSvcs table whose identifiers match those in the submitted transaction.

If no matching record found, then;

this program not offered by school or district

Report the discrepancy as **ERROR** message -9021

Solution: If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information.

013.2A.6 CHECK FOR OVERLAPPING PROGRAMS

This validation is similar to **011.2A.2 Need Entry & Exit Dates**.

If (Entity ID + Student ID + Need Code) for the **Fiscal Year** identified by the Program Entry Date **is NOT** found in SdStudentNeeds table, then:

this need, during this fiscal year, does not already exist on the database; add it

Set a flag so that the Need is added to the database.
Set SdStudentNeeds StudentID from Student ID.
Set SdStudentNeeds NeedID from Need Code.
Set SdStudentNeeds StartDtm from Program Entry Date.
Set SdStudentNeeds EndDtm to nulls.

Perform one of the remaining edits in this section, depending upon whether Need Exit Date was submitted or not.

013.2A.6.1 Program Exit Date is Submitted (not blank)
or **013.2A.6.2 Program Exit Date is not Submitted (blank)**

013.2A.6.1 PROGRAM EXIT DATE IS SUBMITTED (NOT BLANK)

If **Fiscal Year** of Program Exit Date **not** the same **Fiscal Year** of Program Entry Date, then:

Report the discrepancy as: **ERROR** message -19017.

Solution: Resubmit this transaction, with the correct information.

If Program Exit Date < ProgramEntry Date, then:

Report the discrepancy as: **ERROR** message -19018.

Solution: If one or both of the dates is incorrect, resubmit this transaction, with the correct information.

Retrieve from the SdStudentParticipationProgSvcs table for the same **Fiscal Year** as the Program Entry Date, the **most recent row** for this program participation (see "*" on diagram below) where SchoolParticipationProgServID = Program Code and StartDtm < Program Entry Date.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							

(image39.gif)

If the above row **is** found, then:
*the row in this FY table that was found is the **closest to, but earlier than**, this entry date*

If SdStudentParticipationProgSvcs EndDtm is populated

If SdStudentParticipationProgSvcs EndDtm = Program Entry Date
OR If SdStudentParticipationProgSvcs EndDtm > Program Entry Date
program already exists on file, for a period that overlaps this transaction's dates.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS		*					
incoming transaction (add)							ERROR: Need already exists on SAIS

(image11.gif)

Report the discrepancy as: **ERROR** message -19020.

Solution: There are several possible solutions.
- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentParticipationProgSvcs EndDtm is **not** populated
program on SAIS is still active

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							no exit date
incoming transaction (add)							ERROR: Need already exists on SAIS

(image12.gif)

Report the discrepancy as: **ERROR** message -19021.

Solution: There are several possible solutions.
- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentParticipationProgSvcs table for the same **Fiscal Year** as the Program Entry Date, the **oldest recent row** for this program, where SchoolParticipationProgServID = Program Code and StartDtm > Program Entry Date.

If SdStudentParticipationProgSvcs StartDtm < Program Exit Date
the program on SAIS overlaps the incoming transaction

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							ERROR: already exists on SAIS

(image13.gif)

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							no exit date
incoming transaction (add)							ERROR: already exists on SAIS

(image14.gif)

Report the discrepancy as: **ERROR** message -19020.

Solution: There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing Program with a **Language Program Participation** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

013.2A.6.2 PROGRAM EXIT DATE IS NOT SUBMITTED (BLANK)
This appears to be a new program for the student. SAIS must verify that if the student had the same program during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction.

If (Entity ID + Student ID + Program Code + Program Entry Date) **is** found in the SdStudentParticipationProgSvcs table, then:
this program, during this period of time, already exists on the database

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

(image15.gif)

Report the discrepancy as: **ERROR** message -19020.

Solution: None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row is **not** already on the database, then:
CONTINUE WITH THIS EDIT.

Retrieve from the SdStudentParticipationProgSvcs table of the same **Fiscal Year** as the Program Entry Date, the **most recent row** for this program (see "*" on diagram below) where SchoolParticipationProgServID = Program Code and StartDtm < Program Entry Date.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							no exit date

(image16.gif)

If the above row **is** found, then:

Find the row in this FY table that is the **closest to, but earlier than**, this entry date

If SdStudentParticipationProgSvcs EndDtm is populated

If SdStudentParticipationProgSvcs EndDtm = Program Entry Date
OR If SdStudentParticipationProgSvcs EndDtm > Program Entry Date
program already exists on file, for a period that overlaps this transaction's dates.

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

(image18.gif)

Report the discrepancy as: **ERROR** message -19020.

Solution: There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentParticipationProgSvcs EndDtm is **not** populated
Program on SAIS is still active

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS							no exit date
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

(image19.gif)

Report the discrepancy as: **ERROR** message -19021.

Solution: There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentParticipationProgSvcs table for the same **Fiscal Year** as the Program Entry Date, the **oldest recent row** for this program (*) where SchoolParticipationProgServID = Program Code and StartDtm > Program Entry Date.

If the above row is found, then:

the program on SAIS overlaps the incoming transaction

data	*9/1*	*10/1*	*11/1*	*12/1*	*1/1*	*2/1*	*disposition*
data already on SAIS				*			
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

(image20.gif)

Report the discrepancy as: **ERROR** message -19020.

Solution: There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing program with a **Language Program Participation** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

013.2A.7 SET DATABASE FIELDS

If all edits ended successfully (no severity level of WARNING or ERROR),
AND there is NOT already a language need on the SdStudentNeeds table for this student for the **Fiscal Year**, then:

the need must be added for this student

Set SdStudentNeeds StudentID from Student ID
Set SdStudentNeeds NeedID from Need Code
Set SdStudentNeeds Start Dtm from Need Entry Date

Set a flag stating that the SdStudentNeed must be added.

If all edits ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentParticipationProgSvcs StudentID from Student ID.
Set SdStudentParticipationProgSvcs SchoolParticipationProgServID from Program Code.
Set SdStudentParticipationProgSvcs StartDtm from Program Entry Date.
Set SdStudentParticipationProgSvcs FiscalYear to **Fiscal Year**.
Set SdStudentParticipationProgSvcs RefSPEDServiceID to nulls.
Set SdStudentParticipationProgSvcs RefLangStat to Language Participation Status.

If Program Exit Date and Program Reason Code were submitted (not blank), then;
Set SdStudentParticipationProgSvcs EndDtm from Program Exit Date.
Set SdStudentParticipationProgSvcs RefPsExitReasonID from Program Exit Reason Code.
Else
Set SdStudentParticipationProgSvcs EndDtm to nulls.
Set SdStudentParticipationProgSvcs RefPsExitReasonID to nulls.

CONTINUE TO **013.3 Step 3: SAIS Database Update.**

013.2C STEP 2C: CHANGE OPERATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.

As shown in **Table 4 Language Program Participation Transaction Element Optionality***, only certain elements may be changed.*

Perform **013.2A.3 Verify Entry/Exit Dates**
Perform **013.2A.4 Verify Reason Code/Exit Date**
Perform **013.2A.5 School Program Participation**

013.2C.1 PROGRAM/SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + Program Code + Program Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

this program does not exist on the database; this is an error

Report the discrepancy as: **ERROR** message -22005.

Solution: None.

DO NOT CONTINUE.

If SdStudentParticipationProgSvcs RefPsExitReasonID = Program Exit Reason Code,
AND SdStudentParticipationProgSvcs EndDtm = Program Exit Date,
AND SdStudentParticipationProgSvcs RefLangStatCd = Language Participation Status

all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation

Report the discrepancy as: **WARNING** message -209000.

Solution: None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

013.2C.2 VERIFY ENTRY/EXIT DATES

Perform **013.2A.4 Verify Entry/Exit Dates**.

013.2C.3 CHECK FOR OVERLAPPING PROGRAMS

Perform **013.2A.6 Check for Overlapping Programs**.

013.2C.4 CHANGE ALL CHANGEABLE ELEMENTS

Set SdStudentParticipationProgSvcs EndDtm from Program Exit Date.
Set SdStudentParticipationProgSvcs RefPsExitReasonID from Program Exit Reason Code.
Set SdStudentParticipationProgSvcs RefLangStatCd from Language Participation Status.

013.2D STEP 2D: DELETE OPERATION

As shown in **Table 4 Language Program Participation Transaction Element Optionality***, all but the required elements for the delete operation will be ignored.*

> ***NOTE:*** *When the last Language Program Participation is deleted, SAIS will automatically remove the Language Need from the SAIS database. No Student Need (transaction 011) "Delete" transaction should be sent to SAIS.*

013.2D.1 PROGRAM/SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + Program Code + Program Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

this program does not exist on the database

Report the discrepancy as: **ERROR** message -22005.

Solution: None.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set a flag stating that the existing SdStudentParticipationProgSvcs must be deleted.

013.2D.2 LANGUAGE NEED

If there was no WARNING or ERROR in the above validation

AND there are no other programs or services attached to this need for this student in this **Fiscal Year**, then:

delete the need; nothing else exists for the need for this student

Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.

Set a flag stating that the existing SdStudentNeed must be deleted.

013.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **013.3A Add Language Program Participation**.

For Operation Code = change,
Perform **013.3C Change Language Program Participation**.

For Operation Code = delete,
Perform **013.3D Delete Language Program Participation**.

013.3A ADD LANGUAGE PROGRAM PARTICIPATION

If the flag is set indicating that a new SdStudentNeeds must be added,
Write new row of the SdStudentNeeds table to the SAIS Student database.

Write new row of the SdStudentParticipationProgSvcs table to SAIS Student database.

013.3C CHANGE LANGUAGE PROGRAM PARTICIPATION

The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier. All submitted elements have already been set in those rows.

Write updated row of SdStudentParticipationProgSvcs to SAIS Student database.

013.3D DELETE LANGUAGE PROGRAM PARTICIPATION

The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier. All submitted elements have already been set in those rows.

If the flag is set indicating that the existing SdStudentParticipationProgSvcs must be deleted,
Delete the existing row of the SdStudentParticipationProgSvcs table from the SAIS Student database.

If the flag is set indicating that the existing SdStudentNeeds must be deleted,
Delete the existing row of the SdStudentNeeds table from the SAIS Student database.

Special Education Needs

SPED SERVICE PARTICIPATION

This transaction applies to needs associated with the special education need group only. (See Table 1 for relevant needs.)

Special education provisions are anchored in ARS § 15-761.30. The special education categories (e.g., Autism, Emotional Disability, Preschool Moderate Delay, etc.) are defined as ***Needs***. The service (e.g., outside regular class at least 21% but no more than 60% of the day, etc.) provided to a student with a diagnosed special education-related ***Need*** is considered to be participation in a ***Service*** (akin to Program for all other Need Groups). Funding for services is based on when the student received – or participated in – those services. Hence, this special education need groups services are associated with an entry and an exit.

The transaction allows only one combination of Need & Service to be submitted at a time. If the need is not already on SAIS for the fiscal year, SAIS will automatically add it based on this transaction. The Need is recorded in SAIS only once for the entire fiscal year. If over time the student receives multiple Services for a single Need, the entry and exit to each of those Services must be reported to SAIS on a separate transaction.

NOTE: When the last SPED Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit a 011 transaction.

FUNDED SPED DISTRICT OF RESIDENCE (DOR)

> *As described in the Membership Requirements document, district of residence is a logical construct as defined in Arizona statute. It specifically refers to funding. Therefore, to make the distinction between where a student lives (physical) and what considerations have been made for funding (logical) the name of this element is the Funded SPED Service DOR.*

The Funded SPED Service DOR will be set with an "add" operation. The SPED Service DOR Entry Date and SPED Service DOR Exit Date will default to the SPED Service Entry Date and SPED Service Exit Date respectively. To change a Funded SPED Service DOR or modify the SPED Service DOR Entry Date or SPED Service DOR Exit Date, please use the **SPED Service DOR Transfer** transaction.

> ***NOTE:*** *The Funded SPED Service DOR may or may not be the same as the District of Residence for school membership. Adding or changing the Funded SPED Service DOR does not affect or change the District of Residence associated with the student's school membership. If the District of Residence associated with the* ***membership*** *needs to be changed, use the* ***Student District of Residence Transfer*** *transaction.*

USES OF THE SPED SERVICE PARTICIPATION TRANSACTION

The transaction is designed to capture the following situations. The required **SPED Service Participation** transactions are listed with each.

A student may be diagnosed to have multiple ***Need*s** and may participate in multiple special education ***Services***. However, a student may participate in only one ***Service*** at a time for a single ***Need***.

Need Entry Date only serves to tell us what fiscal year the need exists in. Logically the student must have the need at least as early as receiving a service for that need, so Need Entry Date should be the same as or earlier than SPED Service Entry Date, but this is not required from a system standpoint so this validation will not be done.

1. Initial diagnosis indicating that student has a Need and the student has been placed in a Service. If a SPED Service Participation transaction is received with no previous Need established, SAIS will create one.
   - An "add" operation to submit Service entry. If the specified Need was not previously added for this student for the school year, the need will be added automatically.

2. Transfer to a different Service while staying in current Need.
   - A "change" operation to submit Service exit for the previously submitted Service
   - An "add" operation to submit Service entry for the new Service

3. Re-diagnosis indicating that student no longer has a previously submitted Need.
   - A "change" operation to submit the Service exit.

4. Diagnosis or re-diagnosis indicating that in addition to the previously submitted Need, the student has another Need and has been placed in a Service.
   - An "add" operation to submit the new Need entry and Service entry.

5. Re-diagnosis indicating that student Need has changed relative to the previously submitted Need: the student no longer has the previous Need but instead has a new one.
   - A "change" operation to submit exit from the previously submitted Service
   - An "add" operation to submit entry to the new Need (and Service if the student has already started receiving a Service for the new Need).

6. To delete a SPED Service Participation submitted in error to SAIS.
   - A "delete" operation to delete the Service Participation. **If there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student.**

HOW TO CHANGE A STUDENT'S SCHEDULING TRACK MID-YEAR

Open Issue: *The issue of how to change a student's calendar track mid-year is currently under discussion for possible refinement and redesign for FY2005. Further information will be published shortly. (Issue last updated 2-6-2004.)*

SAIS does not anticipate that Special Education students will be changing tracks mid-year very often. Therefore, there is no dedicated transaction for this. To accomplish a mid-year track change, the district should take the following steps.

- Exit the student from the SPED service and the previous Track he was scheduled in
- Enter the student effective the following day, for the same SPED service but in the new Track

TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 014
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new SPED Service and, possibly, Need C = Change Special Education Service information D = Delete a SPED Service Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Category of special education Need *See Transaction Requirements: Code Values – Need*
empty field				*although this element is no longer collected, the empty field has been left in place to simplify coding for submitters who have already utilized this location; it will be reused for another purpose in a future year*
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. *Note: This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.*
empty field				*although this element is no longer collected, the empty field has been left in place to simplify coding for submitters who have already utilized this location; it will be reused for another purpose in a future year*
SPED Service Code	SPEDPROGSVCCD	2	C	Type of special education service *See Transaction Requirements: Code Values – Special Education Service*
SPED Service Entry Date	SPEDENTRDT	10	D	The date the student entered the program/service
SPED Service Exit Date	SPEDEXITDT	10	D	The date the student exited the program/service
SPED Exit Reason Code	SPEDEXRSNCD	2	C	Reason for exiting the SPED service *See Transaction Requirements: Code Values – Special Education Service Exit Reason*
SPED Grade	SPEDGRADE	3	C	The student's grade placement. (The SPED grade should be the same as the grade for the student's membership transaction.) *See Transaction Requirements: Code Values – Grade*

field name	abbreviated name	length	data type	description
Funded SPED Service DOR	SPEDDORID	9	S	The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code
SPED Neighborhood School Indicator	SPEDNEIGHSCHL	1	L	Shows if the school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located
SPED Special Enrollment Code	SPEDSPECENR	2	C	Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence *See Code Values – Special Enrollment*

CHANGING ELEMENTS

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements may be changed using this transaction with a "change" operation.

- SPED Exit Date
- SPED Exit Reason Code
- SPED Special Enrollment Code
- SPED Grade

> *NOTE: The "change" operation does not work for SPED Grade changes between PS and non-PS grades. For grade changes involving PS, the SPED service for the earlier grade must actually be exited and the SPED service for the later grade added new. The reason for this is that SPED services for preschool and non-preschool, while using the same set of letter abbreviations, are actually completely separate and different sets of services, having different rules and eligibility requirements.*

ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 5 SPED Service Participation Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R, 2
empty field	*X*	*X*	*X*
Need Entry Date	R	R	R, 2
empty field	*X*	*X*	*X*
SPED Service Code	R	R	R
SPED Service Entry Date	R	R	R
SPED Service Exit Date		1	X
SPED Exit Reason Code		1	X
SPED Grade	R	R	R
Funded SPED Service DOR	R	X	X
SPED Neighborhood School Indicator	R	X	X
SPED Special Enrollment Code		1	

1 A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate existing exits or to remove a Special Enrollment Code from the SAIS database.

2 On a "delete" operation, the need will ONLY be deleted if there are no other programs or services associated with it on the SAIS database.

> ***Note on System Message Numbers:*** *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

014.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

014.1.1 ALLOWED DATA FORMAT

Perform the same validation as for **Student Needs**, **011.1.1 Allowed data format**.

014.1.2 ALLOWED CODE VALUES

Perform the same validation as for **Student Needs**, **011.1.2 Allowed code values**.

Report any discrepancy as shown in the table below:

Error Msg. #	Error Message
-23010	Unallowed value in element: Need Code
-23011	Unallowed value in element: SPED Code
-23013	Unallowed value in element: Entity ID – SPED Service Code Combination
-23014	Unallowed value in element: Entity ID – SPED Grade combination
-23015	Unallowed value in element: SPED Service Code
-23016	Unallowed value in element: SPED Exit Reason Code
-23024	Unallowed value in element: Funded SPED Service DOR
-23025	Unallowed value in element: SPED Neighborhood School Indicator

014.1.3 OPERATION CODE

Perform the same validation as for **Student Needs**, **011.1.3 Operation Code**.

014.1.4 MISSING FIELDS

Using **Table 5 SPED Service Participation Transaction Element Optionality**, perform the same validation as for **Student Needs**, **011.1.4 Missing Fields**.

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-23001	Missing required element: Need Code
-23002	Missing required element: Need Entry Date
-23004	Missing required element: SPED Service Code
-23005	Missing required element: SPED Service Entry Date
-23006	Missing required element: SPED Service Exit Date
-23007	Missing required element: SPED Exit Reason Code
-23009	Missing required element: SPED Grade
-23026	Missing required element: Funded SPED Service DOR
-23027	Missing required element: SPED Neighborhood School Indicator

014.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **014.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 5 SPED Service Participation Transaction Element Optionality**.

014.2.1 ENTITY / LEA

Perform the same validation as for **Student Needs**, **011.2.1 Entity / LEA**.

014.2.2 FISCAL YEAR

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

Set **Fiscal Year** to the fiscal year identified by the SPED Service Entry Date.

014.2.3 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

Perform **014.2A Step 2A: Add operation**.

If Operation Code = C (change), then:

Perform **014.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:

Perform **014.2D Step 2D: Delete operation**.

014.2A STEP 2A: ADD OPERATION

014.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs**, **011.2A.1 Student identifiers**.

014.2A.2 SPED SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) **is** found in SdStudentParticipationProgSvcs table, then:

this service already exists on the database for this period

Report the discrepancy as: **ERROR** message -23018.

Solution: None.

DO NOT CONTINUE.

014.2A.3 SCHOOL PROGRAM PARTICIPATION

Ensure that this school actually offers the program/service submitted.

Retrieve the row from the SAISEntityPartProgSvcs table whose identifiers match those in the submitted transaction.

If no matching record found, then;

this program not offered by school or district

Report the discrepancy as **ERROR** message -9021

Solution: If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information.

014.2A.4 VERIFY SUBMITTED DATES

If Track Number is not valid for this Entity ID then:

Report the discrepancy as: **ERROR** message -23034.

Solution: Resubmit this transaction with the correct information.

DO NOT CONTINUE.

If Need Entry Date, and SPED Service Entry Date (and SPED Service Exit Date, if submitted) are **not** all in the same **Fiscal Year** then:

Report the discrepancy as: **ERROR** message -23017.

Solution: Resubmit this transaction with the correct dates.

DO NOT CONTINUE.

Note: No validation is necessary to ensure that a Need Entry Date on the database precedes the SPED Service Entry Date, because as stated earlier, the Need Entry Date is used just to establish the fiscal year. While logically the existence of the need should precede the participation in programs / services, it is not necessary from a system standpoint.

If SPED Service Exit Date is submitted
If SPED Service Entry Date is > SPED Service Exit Date, then:
service ended before it began
Report the discrepancy as: **ERROR** message –23035.

Solution: Resubmit this transaction with the correct dates.

DO NOT CONTINUE

014.2A.5 VERIFY EXIT ELEMENTS

SPED Service Exit Reason is optional, but if it IS submitted, then SPED Service Exit Date must also be submitted. (The reverse is NOT true.)

If SPED Service Exit Reason is submitted but SPED Service Exit Date is NOT submitted, then:
exit reason was submitted without an exit date
Report the discrepancy as: **ERROR** message –23032.

Solution: Resubmit this transaction with the correct information.

DO NOT CONTINUE

014.2A.6 CHECK FOR OVERLAPS

The validation procedure for checking for overlaps for language program participation is the same as that for SPED service participation.

Substituting the relevant SPED transaction elements for the Language transaction elements,
Perform **013.2A.6 Check for Overlapping Programs**.

014.2A.7 SET DATABASE FIELDS

If all edits ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentParticipationProgSvcs StudentID from Student ID.
Set SdStudentParticipationProgSvcs SchoolParticipationProgServID from SAISEntityPartProgSvcs ID.
Set SdStudentParticipationProgSvcs RefPsExitReasonID from SPED Exit Reason Code.
Set SdStudentParticipationProgSvcs StartDtm from SPED Service Entry Date.
Set SdStudentParticipationProgSvcs EndDtm from SPED Service Exit Date.
Set SdStudentParticipationProgSvcs FiscalYear to **Fiscal Year**.
Set SdStudentParticipationProgSvcs RefSPEDServiceID from SPED Service Code.
Set SdStudentParticipationProgSvcs RefGradeID from SPED Grade.
Set SdStudentParticipationProgSvcs TrackNumber from Track Number.

Set SdStudentPartProgSvcsDOR ResidenceEntityID from Funded SPED Service DOR.
Set SdStudentPartProgSvcsDOR StartDtm from SPED Service DOR Entry Date.
Set SdStudentPartProgSvcsDOR EndDtm to nulls.
Set SdStudentPartProgSvcsDOR SpecEnrCd from SPED Special Enrollment Code.

If this Need does not already exist on the SdStudentNeeds table for this student for the **Fiscal Year**, then:
add the need for this student

Set SdStudentNeeds StudentID from Student ID
Set SdStudentNeeds NeedID from Need Code
Set SdStudentNeeds Start Dtm from Need Entry Date

Set a flag stating that a new need must be added to SAIS.

014.2A.8 SYNCHRONIZE SPED ELEMENTS

This step should synchronize all of the following elements of SPED.

Need Code / Entity ID

As stated in chapter **Special Education**, section **3.2.3 Reference tables; Valid Private School District / Need Category** chapter of the **Student Counts System** document, private school districts may offer only specifically approved Need Codes (need categories).

This approved list of Entity ID / Need Code combinations can be found in the SAIS database in table ScSpedEntityOfferedNeeds.

SPED Service Code / Entity ID

Refer to chapter **Special Education**, section **3.4.1.24 Service Types** of the **Student Counts System** document for specific edits on Entity ID (district of attendance) and SPED Service Code.

SPED Service Code / Fiscal Year

Validate that SPED Service Code is valid for the fiscal year specified (**ERROR** Message -23016). Refer to the **SPED Service Code** table of the **Data Transaction Code Values** document.

Entity ID / SPED Grade

> *The SPED Grade and the grade on the student's membership (if a membership exists) should match. Beginning in FY2005, SAIS's Integrity process will warn when a discrepancy exists. Beginning in FY2006, Integrity will fail the student when a discrepancy exists.*

Refer to chapter **Special Education**, section **3.4.1.23 Grade** of the **Student Counts System** document for specific edits on Entity ID (district of attendance) and SPED Grade.

SPED Grade / SdStudentGradeMemberships RefGradeID

Refer to chapter **Special Education**, section **3.4.1.23 Grade** of the **Student Counts System** document for specific edits on Entity ID (district of attendance) and SPED Grade.

Birth Date / SPED Grade

The valid age/grade combinations for Special Education are the same as those for Membership. Refer to chapter **Student Enrollment**, section **001.2A.7** of the **Membership Requirements** document for specific edits on the student's age (from SdStudents BirthDate) and his/her SPED grade (SdStudentParticipationProgSvcs RefGradeID).

Beginning in FY05, SAIS will perform the same age/grade validations for all students, regardless of the subject area (regular instruction, special education, language, support programs, etc.). The following table depicts those validations.

AGE VALIDATIONS FOR FUNDING PURPOSES		
Grade/Age	Age Validation	Stipulations
PS – enter*	Must be within 90 days of his/her third birthday (ARS § 15-771 G) ***NOTE:*** **SPED Federal Funding** Student will only be included in the Dec 1 Federal Count if he/she has reached the age of 3 by Dec 1. (34 CFR § 300.701.) **Note**: Beginning in FY05, State funding will be calculated in addition to Federal funding for Service Codes "R" and "S" (See Code Values)	• **Membership (ADM)** Must have an active Sped Program Service with one or more of HI, VI, PSD, PSL, and PMD at some point during the school year. • **Membership (ADM)** Student can be enrolled prior to 90 days before his/her 3rd birthday, but will not generate ADM funding until he/she is within 90 days of his/her third birthday. • **SPED** Can only be entered in a SPED program when the student reaches this age
PS – exit*	Must be less than 5 years old before Sept. 1st (ARS § 15-821.C/ARS § 15-771.G)	• Cannot be in PS if turns 5 years old before Sept. 1st
KG	Must be 5 years old by Jan. 1st (ARS § 15-821.C)	
UE	Must be 5 years old by Jan. 1st ADM funding stops the day student turns 22 years old (ARS § 15-821.C and ARS § 15-901.A 2. (b) (i))	• If student is KG age, he/she must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR orVI)
1st through 12th Grade and US	Must be 6 years old by Jan. 1st ADM funding stops the day student turns 22 years old (ARS § 15-821.C)	

* Charter Schools cannot claim ADM or SPED for PS students
* Preschool students are not eligible for participation in Language Programs
* 'by' includes the designated date (eg. by Jan 1st includes Jan 1st)

014.2C STEP 2C: CHANGE OPERATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.

As shown in **Table 5 SPED Service Participation Transaction Element Optionality***, only certain elements may be changed.*

> ***NOTE:*** *When the SPED Service Participation "Change" transaction is submitted specifically to change or insert the end date, a related SPED Service DOR Transfer (transaction 019) almost always must also be sent to SAIS.*

014.2C.1 VERIFY SUBMITTED DATES

If Track Number is not valid for this Entity ID then:

Report the discrepancy as: **ERROR** message -23034.

Solution: Resubmit this transaction with the correct information.

DO NOT CONTINUE.

Need Entry Date just has to be in the same fiscal year as the SPED Service.

If Need Entry Date and SPED Service Entry Date (and SPED Service Exit Date, if submitted) are **not** all in the same **Fiscal Year** then:

Report the discrepancy as: **ERROR** message -23017.

Solution: Resubmit this transaction with the correct dates.

DO NOT CONTINUE.

If SPED Service Exit Date is submitted

If and SPED Service Entry Date is > SPED Service Exit Date, then:

service ended before it began

Report the discrepancy as: **ERROR** message –23035.

Solution: Resubmit this transaction with the correct dates.

DO NOT CONTINUE

014.2C.2 SPED SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

this service does not exist on the database

Report the discrepancy as: **ERROR** message -23019.

Solution: None.

DO NOT CONTINUE.

If SdStudentParticipationProgSvcs RefPsExitReasonID = SPED Exit Reason Code,
AND SdStudentParticipationProgSvcs EndDtm = SPED Exit Date,
AND SdStudentParticipationProgSvcs RefGradeID = SPED Grade,
AND SdStudentParticipationProgSvcs SpecEnrCd = Special Enrollment Code,
then:

all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation

Report the discrepancy as: **WARNING** message -223001.

Solution: None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

014.2C.3 SPED GRADE

NOTE: The "change" operation does not work for SPED Grade changes between PS and non-PS grades. For grade changes involving PS, the SPED service for the old grade must actually be exited and the SPED service for the new grade must be added. The reason for this is that SPED services for preschool and non-preschool, while using the same set of letter abbreviations, are actually completely separate and different sets of services, having different rules and eligibility requirements.

If SdStudentParticipationProgSvcs RefGradeID NOT = SPED Grade,
If SdStudentParticipationProgSvcs RefGradeID = PS, OR if SPED Grade = PS,
the SPED Grade is being changed, and one of them is PS

Report the discrepancy as: **ERROR** message -23036.

Solution: None.

DO NOT CONTINUE.

014.2C.4 VERIFY DATES AND EXITS

Perform **014.2A.4 Verify submitted dates**
If SPED Service Exit Date is submitted
Perform **014.2A.6 Check for Overlaps.**

014.2C.5 UPDATE ALL CHANGEABLE FIELDS

Set SdStudentParticipationProgSvcs EndDtm from SPED Service Exit Date.
Set SdStudentParticipationProgSvcs RefPsExitReasonID from SPED Exit Reason Code.
Set SdStudentParticipationProgSvcs RefGradeID from SPED Grade.
Set SdStudentParticipationProgSvcs SpecEnrCd from SPED Special Enrollment Code.

014.2D STEP 2D: DELETE OPERATION

As shown in **Table 5 SPED Service Participation Transaction Element Optionality***, all but the required elements for the delete operation will be ignored.*

> ***NOTE:*** *When the last SPED Service Participation is deleted, SAIS will automatically remove the SPED Need from the SAIS database. No Student Need (transaction 011) "Delete" transaction should be sent to SAIS.*

014.2D.1 SPED SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

this service does not exist on the database

Report the discrepancy as: **ERROR** message -23020.

Solution: None.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set a flag stating that the existing SdStudentParticipationProgSvcs must be deleted.

014.2D.2 NEED

If there was no WARNING or ERROR in the above validation

AND there are no other programs or services attached to this need for this student in this **Fiscal Year**, then:

delete the need; nothing else exists for the need for this student

Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.

Set a flag stating that the existing SdStudentNeed must be deleted.

014.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **014.3A Add SPED Service Participation**.

For Operation Code = change,
Perform **014.3C Change SPED Service Participation**.

For Operation Code = delete,
Perform **014.3D Delete SPED Service Participation**.

014.3A ADD SPED SERVICE PARTICIPATION

If the flag is set to add a new SdStudentNeeds, then:
Write new row of the SdStudentNeeds table to SAIS Student database.

Write new row of the SdStudentParticipationProgSvcs table to SAIS Student database.

Set foreign key:
Set SdStudentSPEDPartProgDOR StudentID from SdStudents ID.
Set SdStudentSPEDPartProgDOR EntityID from SdStudents EntityID.
Set SdStudentSPEDPartProgDOR PartProgSvcsID from SdPartProgSvcs ID

Write new row to SdStudentSPEDPartProgDOR table in SAIS Student database.

014.3C CHANGE SPED SERVICE PARTICIPATION

The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in those rows.

If the flag is set to update the existing SdStudentNeeds, then:
Write updated row of the SdStudentNeeds table to SAIS Student database.

Write updated row of SdStudentParticipationProgSvcs to SAIS Student database.

014.3D DELETE SPED SERVICE PARTICIPATION

The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in those rows.

Delete the existing row of the SdStudentParticipationProgSvcs table from the SAIS Student database.

If the flag is set to delete the existing SdStudentNeeds, then:
Delete the existing row of the SdStudentNeeds table from the SAIS Student database.

SPED SERVICE DOR TRANSFER

The Funded SPED Service DOR (District of Residence) – called the SPED DOR – is the funded district of residence for the special education service only and should not be confused with the district of residence associated with a student's school membership. The Funded SPED Service DOR is captured in this transaction and the **SPED Service Participation** transaction.

DOR is an essential factor in state aid. The DOR is not necessarily the district in which the student physically resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Each student participating in a special education program must have a declared DOR. (While logically the DOR declared for a student's special needs – his SPED DOR – should be the same as the DOR declared for his regular instruction, SAIS has provided for these two areas to be handled separately. Analysis of the submitted data will make it clear if this is how business is actually done.)

A student may change SPED DOR while continuing to participate in the same special education service. When this happens during the school year while the student continues to attend the same school, a **SPED Service DOR Transfer** must be submitted to ADE. This transaction can also be used for changing the end date of a child's belonging to a SPED DOR.

FYI: If a student moves to a new house and keeps the same funded SPED DOR and has the same value for Neighborhood School Indicator, no transaction should be sent to SAIS.

RETROACTIVE CHANGES

Like Tuition Payer, there must be a SPED DOR for every day of a student's participation in a program or service. Because of this, retroactive changes can be made, but they require careful attention from the submitter. To record a retroactive DOR change properly with ADE, the following steps are required.

- The submitter must send SAIS a **SPED Service DOR Transfer** "add" operation for the retroactive SPED DOR. It should contain the retroactive DOR information in the fields prefixed with "New", including both a start date and an end date. It should also contain the recalculated end date of the SPED DOR just prior to this one in the fields prefixed with "Old".

    - SAIS will recalculate the end date of the SPED DOR immediately preceding this new SPED DOR to validate that the submitted information is accurate. If the submitted "old" end date isn't the school day preceding the start of this newly inserted SPED DOR, then SAIS will issue a message during the Integrity Checking process. **Warning:** If this date is indeed incorrect, it will have to be fixed at a later date, because all SPED DOR information must be in sync before funding will be generated.

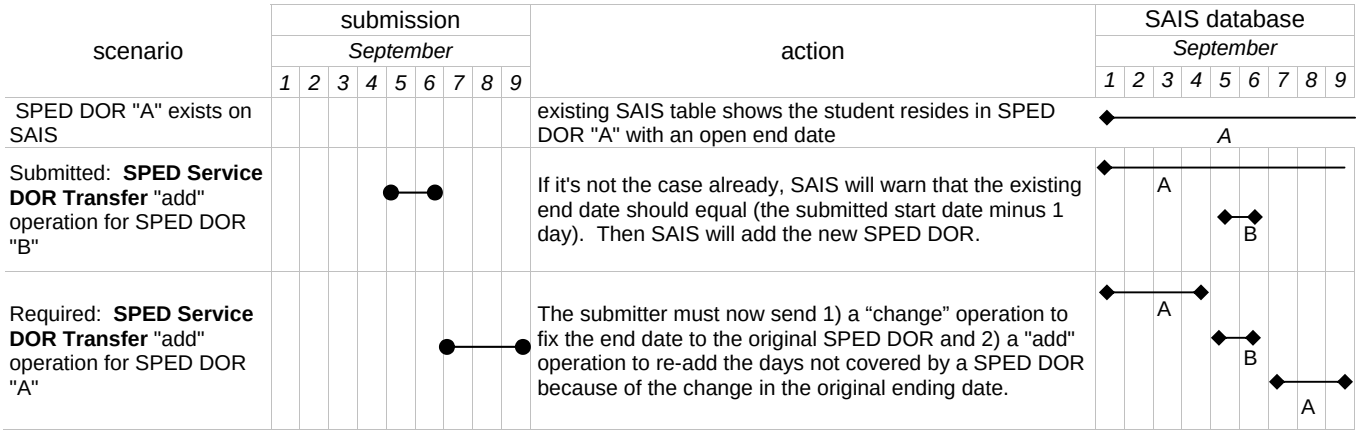
    - If any SPED DOR exists on SAIS whose start date overlaps with the newly added SPED DOR, SAIS will again issue a warning. The same warning as above applies.

        Start date is a key field, and cannot be changed.

- If a deletion causes a gap in SPED DOR coverage, then the submitter must send SAIS a **SPED Service DOR Transfer** "add" operation for the SPED DOR that was effective after the end date of the newly added SPED DOR.

    SAIS will not automatically change any submitted SPED DOR start or end dates; SAIS will merely try to align what is submitted and notify the submitter when the result is illogical.

For an illustration, see below. More cases can be found in **Figure 1 SPED District of Residence "add" operation scenarios** later in this chapter.



(MemFigDOR.gif / image30)

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 019
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new Funded SPED Service DOR C = Change an existing Funded SPED Service DOR D = Delete an existing Funded SPED Service DOR
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Funded SPED Service DOR	OLDSPEDDORID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
Old SPED Service DOR Start Date	OLDSPEDDORSTRT	10	D	The date this CTDS became the student's district of residence
Old SPED Service DOR End Date	OLDSPEDDOREND	10	D	The date this CTDS ceased being the student's district of residence
Old SPED Neighborhood School Indicator	OLDSPEDNEIGHSCHL	1	L	Shows if the school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located
New Funded SPED Service DOR	NEWSPEDDORID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code

field name	abbreviated name	length	data type	description
New SPED Service DOR Start Date	NEWSPEDDORSTR	10	D	The date this CTDS became the student's district of residence
New SPED Service DOR End Date	NEWSPEDDOREND	10	D	The date this CTDS ceased being the student's district of residence
New SPED Neighborhood School Indicator	NEWSPEDNEIGHSCHL	1	L	Shows if this school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located

CHANGING ELEMENTS

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following elements will be changed with a "change" operation. They will be changed if supplied with an "add" operation and a "delete" operation.

- Old Funded SPED Service DOR
- Old SPED Service DOR End Date
- Old SPED Neighborhood School Indicator

ELEMENT OPTIONALITY

This table defines whether each element is required or optional.

> *Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required
X: any value in the submitted element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 7 Funded SPED Service DOR Change Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Funded SPED Service DOR	1	R, 1	1
Old SPED Service DOR Start Date		R	
Old SPED Service DOR End Date	1	1	1
Old SPED Neighborhood School Indicator	R, 1	R, 1	X
New Funded SPED Service DOR	R	X	R
New SPED Service DOR Start Date	R	X	R
New SPED Service DOR End Date		X	
New SPED Neighborhood School Indicator	R	X	X

1 At least <u>one</u> of these elements must be different from SAIS for this to be a valid change operation.

> ***Note on System Message Numbers:*** *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

019.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

019.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Need**, **011.1.1 Allowed data format**.

019.1.2 ALLOWED CODE VALUES

Using **Table 7 Funded SPED Service DOR Change Transaction Element Optionality**,
Perform the same verification as for **Student Need**, **011.1.2 Allowed code values**.

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-33001	Unallowed value in element: Old Funded SPED Service DOR
-33003	Unallowed value in element: New Funded SPED Service DOR

019.1.3 OPERATION CODE

Perform the same verification as for **Student Need**, **011.1.3 Operation Code**.

019.1.4 MISSING FIELDS

Note that at least one of the changeable elements listed in **Table 7 Funded SPED Service DOR Change Transaction Element Optionality** *must be different from its value on SAIS for this to be a valid change operation.*

Using **Table 7 Funded SPED Service DOR Change Transaction Element Optionality**,
Perform the same verification as for **StudentNeed**, **011.1.4 Missing fields**.

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-33005	Missing required element: Old Funded SPED Service DOR
-33006	Missing required element: Old SPED Service Entry Date
-33007	Missing required element: New Funded SPED Service DOR
-33008	Missing required element: New SPED Service Entry Date
-33009	Missing required element: New Neighborhood School Indicator

019.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **019.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional as identified in **Table 7 Funded SPED Service DOR Change Transaction Element Optionality***.*

019.2.1 ENTITY / LEA

Perform the same validation as for **Student Need**, **011.2.1 Entity / LEA**, using the submitted Entity ID and New Funded SPED Service DOR.

019.2.2 STUDENT IDENTIFIERS

Perform the same verification as for **Student Need**, **011.2A.1 Student identifiers**.

019.2.3 START AND END DATES

Verify that the submitted start date is earlier than the submitted end date.

If Old SPED Service DOR End Date or New SPED Service DOR End Date is submitted,
If Old SPED Service DOR Start Date > Old SPED Service DOR End Date or
if New SPED Service DOR Start Date > New SPED Service DOR End Date

Report the discrepancy as: **ERROR:** system-message -33010.

Solution: To start a district of residence, resubmit this transaction including the correct dates.

DO NOT CONTINUE WITH THIS EDIT.

In addition, SAIS will check the following date condition.

- If an overlap or a gap occurs as a result of dates already on SAIS, this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
  Report any discrepancy as: **WARNING:** system-message -233001.

019.2.4 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:
Perform **019.2A Add operation**.

If Operation Code = C (change), then:
Perform **019.2C Change operation**.

If Operation Code = D (delete), then:
Perform **019.2D Delete operation**.

019.2A ADD OPERATION

019.2A.1 FISCAL YEAR

*All remaining validations use only the tables for the fiscal year identified by the **New SPED Service DOR Start Date**.*

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

Set **Fiscal Year** to the fiscal year identified by the New SPED Service DOR Start Date.

019.2A.2 VALIDATE EXISTING DORS

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If the submitted Old Funded SPED Service DOR is the same as the existing DOR on SAIS and the time spans are the same or they overlap,

the SAIS value matches the transaction; any changes must be made with a "change" operation

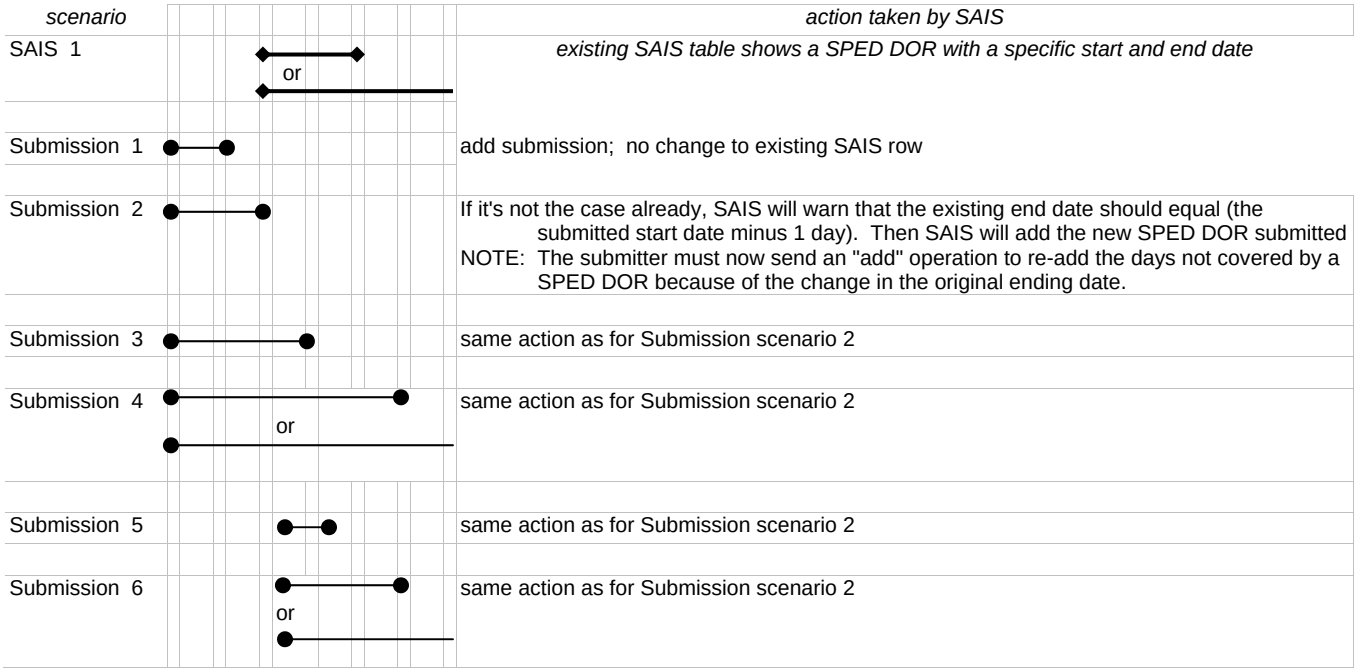
Report it as: **ERROR:** system-message -33011.

Solution: If SPED DOR is wrong, resubmit this transaction with the correct value.

Else, if the submitted SPED DOR is different from the existing SPED DOR on SAIS:

Use the information below to classify the relevant scenario and determine the course of action. In the following scenarios, **earlier** SPED DORs on SAIS overlap with the newly submitted SPED DOR. Fix the dates on SAIS if appropriate.

The following figure illustrates how various scenarios for "add" operations should be handled.



(MemFig3.gif / image25)

Figure 1 SPED District of Residence "add" operation scenarios

Handling the above actions:

If an existing SAIS SPED DOR row is out of sync and should be deleted (has been made redundant by this submitted transaction), then:

Report the action as: **WARNING:** system-message -233002.

Solution: None.

If an existing SAIS SPED DOR row is out of sync and should be changed (this submitted transaction has caused a gap or an overlap), then:

Report the action as: **WARNING:** system-message -233003.

Solution: None.

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudentSPEDPartProgDOR ID from Old Funded SPED Service DOR.
Set SdStudentSPEDPartProgDOR EndDtm from Old SPED Service DOR End Date.
Set SdStudentSPEDPartProgDOR NeighborhoodSchool from Old SPED Neighborhood School Indicator.

Set a flag for the update process that this existing SdStudentSPEDPartProgDOR must be updated.

019.2A.3 ADD NEW DOR

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudentSPEDPartProgDOR ID from New Funded SPED Service DOR.
Set SdStudentSPEDPartProgDOR StartDtm from New SPED Service DOR Start Date.
Set SdStudentSPEDPartProgDOR EndDtm from New SPED Service DOR End Date.
Set SdStudentSPEDPartProgDOR FiscalYear to **Fiscal Year** determined earlier.
Set SdStudentSPEDPartProgDOR NeighborhoodSchool from New SPED Neighborhood School Indicator.

019.2C CHANGE OPERATION

019.2C.1 FISCAL YEAR

Perform the same validation as in **019.2A.1 Submission dates**.

019.2C.2 GET MATCHING DOR

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Old SPED Service DOR Start Date) ***not*** found in the SdStudentSPEDPartProgDOR table, then:

no matching SPED DOR for this student beginning on the specified start date was found on SAIS

Report the action as: **ERROR:** system-message -33012.

Solution: Resubmit this transaction with the correct key information.

Else, if (the above key) ***is*** found in the SdStudentSPEDPartProgDOR table, then:

If (the above key + Old Funded SPED Service DOR + Old SPED Service DOR End Date + Old SPED Neighborhood School Indicator) is also found on SAIS,

this identical information already exists on the SAIS database

Report the action as: **WARNING:** system-message -33013.

Solution: Resubmit this transaction with the correct key information.

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudentSPEDPartProgDOR ID from Old Funded SPED Service DOR.
Set SdStudentSPEDPartProgDOR EndDtm from Old SPED Service DOR End Date.
Set SdStudentSPEDPartProgDOR NeighborhoodSchool from Old SPED Neighborhood School Indicator.

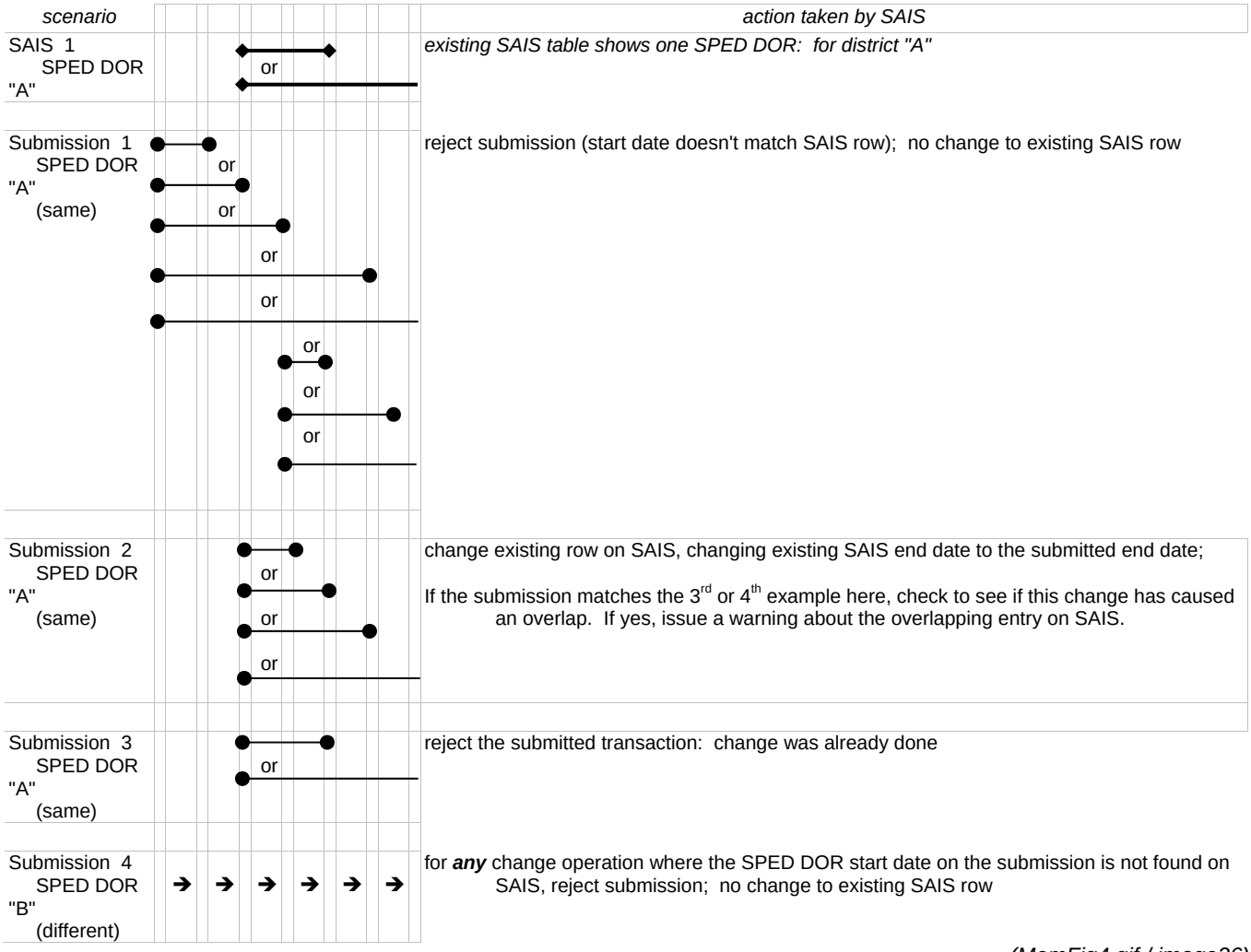
Set a flag for the update process that this existing SdStudentSPEDPartProgDOR must be updated.

019.2C.3 VALIDATE EXISTING DORS

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If any rows do overlap the submitted transaction (the start and/or end dates of the submitted SPED DOR extend over those already on SAIS), use the information below to classify the relevant scenario and determine the course of action.

The following figure illustrates how various scenarios for "change" operations should be handled.



(MemFig4.gif / image26)

Figure 2 SPED District of Residence "change" operation scenarios

Handling the above actions:

If an existing SAIS SPED DOR row is out of sync and should be deleted (has been made redundant by this submitted transaction), then:

Report the action as: **WARNING:** system-message -233002.

Solution: None.

If an existing SAIS SPED DOR row is out of sync and should be changed (this submitted transaction has caused a gap or an overlap), then:

Report the action as: **WARNING:** system-message -233003.

Solution: None.

019.2C.4 VALIDATE OTHER CHARACTERISTICS

For each changeable element on the submitted transaction,
Compare submitted value to existing SAIS value
If the {submitted element} is different from the {SAIS element}:
Set {the SAIS element} from {the submitted element value}.

Set a flag for the update process that this existing SdStudentSPEDPartProgDOR must be updated.

If no transaction elements were different from SAIS elements,
Report the discrepancy as: **WARNING:** system-message -233004.

Solution: None. SAIS will not be updated.

DO NOT UPDATE THE DATABASE.

019.2D DELETE OPERATION

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + New Funded SPED Service DOR + New SPED Service DOR Start Date) is ***not*** found in the SdStudentSPEDPartProgDOR table, then:
no matching DOR for this student at this time was found on SAIS

Report the action as: **ERROR:** system-message -33014.

Solution: Resubmit this transaction with the correct key information.

DO NOT CONTINUE

Else, if the row **is** found on the SAIS database, then:
Proceed to step **019.3 SAIS Database Update**.

Perform the same validations as in **019.2A.2 Validate existing DORs**

019.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **019.3A Add DOR**.

For Operation Code = change,
Perform **019.3C Change DOR**.

For Operation Code = delete,
Perform **019.3D Delete DOR**.

019.3A ADD DOR

If the flag is set indicating that the "Old" SdStudentSPEDPartProgDOR must be updated,
Write the updated SdStudentSPEDPartProgDOR row to the SAIS database.

Set foreign key:
Set SdStudentSPEDPartProgDOR StudentID from SdStudents ID.
Set SdStudentSPEDPartProgDOR EntityID from SdStudents EntityID.
Set SdStudentSPEDPartProgDOR PartProgSvcsID from SdPartProgSvcs ID

Write new row to SdStudentSPEDPartProgDOR table in SAIS Student database.

019.3C CHANGE DOR

The row in the SdStudentSPEDPartProgDOR table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

If the flag is set indicating that the "Old" SdStudentSPEDPartProgDOR must be updated,
Write the updated SdStudentSPEDPartProgDOR row to the SAIS database.

Write updated row to the SdStudentSPEDPartProgDOR table.

019.3D DELETE DOR

The row in the SdStudentSPEDPartProgDOR table that matches the key elements in the submitted transaction was retrieved earlier.

If the flag is set indicating that the "Old" SdStudentSPEDPartProgDOR must be updated,
Write the updated SdStudentSPEDPartProgDOR row to the SAIS database.

Delete the selected row of SdStudentSPEDPartProgDOR.

Support Program Participation

This transaction applies to needs in all need groups other than language and special education. (See Table 1 for relevant needs.) The **Support Program Participation** transaction is the source of automated federal titles and state block grants reports. It is used to submit participation in only those programs listed in the Support Programs table in the **Code Values** document.

USES OF THE SUPPORT PROGRAM PARTICIPATION TRANSACTION

The following rules apply to Support Program Participation as far as SAIS is concerned.

> *Support programs and related Needs are to be reported using the State fiscal year (July 1-June 30).*

1. A Support Program applies to a single need, some to more than one need, and some to no need (this final case is when a program is offered as general support to students, not requiring that participating students be identified with any specific Need).

2. At any given time a student may participate in multiple different Support Programs. For example: a student A has been identified to have 2 Needs: Homeless (an economic disadvantage) and Math (an academic disadvantage). This student might participate in the following Support Programs:

Support Program	This specific occurrence of the program supports the Need of …
21 (21st Century program)	6 (Homeless)
21 (21st Century program)	13 (Math)
21 (21st Century program)	{null}
22 (Homeless)	6 (Homeless)
28 (Title I Mathematics)	13 (Math)

3. A student may participate in the same program more than once during a fiscal year, but a student may participate in a single occurrence of a specific Support Program for one Need at a time.

   To illustrate this, see the last entry in the table below that lists valid combinations of programs for a single student:

Support Program	… Need …	Start Date	End Date*
21 (21st Century program)	6 (Homeless)	8/18/2003	12/19/2003*
21 (21st Century program)	13 (Math)	8/18/2003	
21 (21st Century program)	{null}	8/18/2003	
22 (Homeless)	6 (Homeless)	8/18/2003	
28 (Title I Mathematics)	13 (Math)	8/18/2003	
21 (21st Century program)	6 (Homeless)	1/5/2004	*

* Note that since for FY2004-05 SAIS does not capture the program's end date, for FY2004-05 SAIS will only check that a single specific support program is not submitted for a student more than once with the same start date. Beginning with FY2005-06 SAIS will capture program start and end dates. At that time, SAIS will validate that specific combinations of (Support Program + Need) don't overlap.

SAIS will handle the Need / Support Program participation relationship in the following way.

Initial placement in a Program. The LEA submits an "add" operation to submit Program entry to SAIS.

- If the Need specified in the transaction has not already been established in SAIS, SAIS will create one automatically.

Deleting a Support Program Participation.

- The LEA submits a "delete" operation to remove the Program Participation submitted in error.
- If there are no other Programs attached to this Need for this student for the school year, SAIS will automatically remove the Need for this student.

TRANSACTION ELEMENTS

> *NOTE: This transaction is a clone of the Language Program Participation transaction (013). Several fields used in that transaction are not used here: each has been marked as an "empty field". ADE will ignore any values in fields named "empty field". Some of these fields will be added to this transaction for FY2004-05 (see the individual element descriptions below). These "empty fields" will be reused for another purpose in a future year.*

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 015
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Support Program Participation and, possibly, Need D = Delete a Support Program Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need*
Program Code	PROGSVCCD	2	C	Type of program or service *See Transaction Requirements: Code Values –Support Programs*
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/service

field name	abbreviated name	length	data type	description
empty field	*empty field*	10	D	*empty field (beginning FY2005-06 this will this hold "exit date" – just like on the Language Program Participation transaction)*
empty field	*empty field*	*2*	*C*	*empty field (beginning FY2005-06 this will this hold "exit reason" – just like on the Language Program Participation transaction)*
empty field	*empty field*	*2*	*C*	*empty field (this field holds "Language Participation Status" on Language Program Participation transaction, but a comparable field is not envisioned to be collected in SAIS); it will be reused for another purpose in a future year*

CHANGING ELEMENTS

No elements may be changed with this transaction.

ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 8 Support Program Participation Transaction Element Optionality

element	*add*	*delete*
Transaction ID	R	R
Vendor Defined Field	X	X
Operation Code	R	R
Entity ID	R	R
School Student ID	X	X
Student ID	R	R
Track Number	X	X
First Name on legal document	X	X
Middle Name on legal document	X	X
Last Name on legal document	X	X
Need Code	1,2	1,2
Program Code	R	R
Program Entry Date	R	R
empty field	*X*	*X*
empty field	*X*	*X*
empty field	*X*	*X*

*1 A Need is required for some Program Codes but not for all. See the **Data Transaction Code Values** document, table "**Support Programs**" for allowable combinations. Note: A Need is always required for a Support Program unless specifically stated otherwise in the Support Programs table.*

2 On a "delete" operation, the need will ONLY be deleted if there are no other programs associated with it on the SAIS database.

> ***Note on System Message Numbers:*** *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

015.1 STEP 1: VERIFICATION

Prior to performing any of the verification edits below, check the Program code on the transaction. If the code is Migrant Academic Support or Migrant Health, Eye and Dental Services or Migrant Support Services – Non-academic or Transportation/ Migrant, the transaction must be disallowed with the **ERROR** message -419001: "Migrant Student Support Program transaction not allowed. COEStar will populate SAIS with Migrant Program participation. SAIS not updated". Where this occurs, DO NOT CONTINUE with transaction edits.

If the Program code on the transaction is Transportation / School Choice, disallow the transaction with the ERROR message -24015: "Transportation / School Choice not allowed. Form Builder will populate SAIS. SAIS not updated" Where this occurs, DO NOT CONTINUE with transaction edits. **Note**: Apply this rule FY04 and beyond.

ELSE

Perform every step in Verification, even if errors are encountered. Report all errors.

015.1.1 ALLOWED DATA FORMAT

Perform the same validation as for **Student Needs**, **011.1.1 Allowed data format**.

015.1.2 ALLOWED CODE VALUES

Perform the same validation as for **Student Needs**, **011.1.2 Allowed code values**.

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-24007	Unallowed value in element: Need Code
-24008	Unallowed value in element: Program Code

015.1.3 OPERATION CODE

If Operation Code **not** A (add) or D (delete), then:

Report the discrepancy as: **ERROR:** system-message -9000.

Solution: Resubmit this transaction with the correct Operation Code.

015.1.4 MISSING FIELDS

Using **Table 8 Support Program Participation Transaction Element Optionality**, perform the same validation as for **Student Needs**, **011.1.4 Missing Fields**.

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-24001	Missing required element: Need Code
-24004	Missing required element: Support Program Code

-24005	Missing required element: Program Entry Date

015.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **015.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 8 Support Program Participation Transaction Element Optionality**.

015.2.1 ENTITY / LEA

Perform the same validation as for **Student Needs**, **011.2.1 Entity / LEA**.

015.2.2 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:
Perform **015.2A Step 2A: Add operation**.

If Operation Code = D (delete), then:
Perform **015.2D Step 2D: Delete operation**.

015.2A STEP 2A: ADD OPERATION

015.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs**, **011.2A.1 Student identifiers**.

015.2A.2 VALIDATE NEED AND PROGRAM

*Make sure that the Program can be offered for this submitted Need, according to the information in the **Data Transaction Code Values** document, table "**Support Programs**".*

If this Program Code cannot be offered for this NeedCode then:
the Need is not appropriate for this Program

Report the discrepancy as: **ERROR** message -24014.

Solution: None.

DO NOT CONTINUE.

015.2A.3 PROGRAM

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Program Code + Program Entry Date {+ Need Code, if provided}) **is** found in SdStudentParticipationProgSvcs table, then:

this program already exists on the database

Report the discrepancy as: **ERROR** message -24010.

Solution: None.

DO NOT CONTINUE.

The Johnson-O'Malley Indian Education Program has ethnicity, tribal name, and age restrictions, but since each of these can change over time, the validation will only be done in Integrity.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentParticipationProgSvcs StudentID from Student ID.
Set SdStudentParticipationProgSvcs SchoolParticipationProgServID from Program Code.
Set SdStudentParticipationProgSvcs StartDtm from Program Entry Date.

015.2A.5 NEED

If a Need Code is provided in the transaction,

Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code) **is** found in SdStudentNeeds table for the fiscal year represented by Program Entry Date, then:

this need already exists on the database

Else, if this row is **not** already on the database, then:

add this need to SAIS before continuing

Set SdStudentNeeds StudentID from Student ID
Set SdStudentNeeds NeedID from Need Code
Set SdStudentNeeds StartDtm from Program Entry Date
Set a flag stating that a new need must be added to SAIS.

015.2D STEP 2D: DELETE OPERATION

As shown in **Table 8 Support Program Participation Transaction Element Optionality***, all but the required elements for the delete operation will be ignored.*

015.2D.1 PROGRAM

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Program Code + Program Entry Date {+ Need Code, if provided}) is **not** found in SdStudentParticipationProgSvcs table, then:

this program does not exist on the database

Report the discrepancy as: **ERROR** message -24012.
Solution: None.

If this edit ended successfully (no severity level of WARNING or ERROR), then:
Set a flag stating that the existing SdStudentParticipationProgSvcs must be deleted.

015.2D.2 NEED

If there was no WARNING or ERROR in the above validation
AND If a Need Code is provided in the transaction,
AND there are no other programs, services, or assessments attached to this need for this student in the fiscal year represented by Program Entry Date, then:
delete the need; nothing else exists for the need for this student

Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.

Set a flag stating that the existing SdStudentNeed must be deleted.

015.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **015.3A Add Support Program Participation**.

For Operation Code = delete,
Perform **015.3D Delete Support Program Participation**.

015.3A ADD SUPPORT PROGRAM PARTICIPATION

If the flag is set to add a new SdStudentNeeds, then:
Write new rows of the SdStudentNeeds table to SAIS Student database.

Write new row of the SdStudentParticipationProgSvcs table to SAIS Student database.

015.3D DELETE SUPPORT PROGRAM PARTICIPATION

The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in those rows.

Delete the existing row of the SdStudentParticipationProgSvcs table from the SAIS Student database.

If the flag is set to delete the existing SdStudentNeeds, then:
Delete the existing row of the SdStudentNeeds table from the SAIS Student database.

INITIAL IEP

This transaction applies to students **BEFORE they receive Special Education services**. IDEA requires ADE to collect this information from LEA's/schools.

> **Note* - A student may be considered 3 years old if they are within 90 days of their 3rd birthday (ARS § 15-771 G).*

IDEA requires that the state ensure that each eligible child receive a free, appropriate public education (FAPE) no later than the child's 3rd birthday.(USC 300.121) FAPE is not, in all cases, the same as the first service delivery date. Prior to FY2005 when ADE begins collecting this information, Arizona under-reported our success on FAPE for 3 year olds because the SAIS system only had information on children **receiving services** by their 3rd birthday.

An Initial IEP must be submitted for children with needs (including 3 year olds) even if they are already receiving SPED services.

Example:

Child turns 3 years old on 7/5/04.
To be compliant with the law, the state has to ensure that the child has an IEP that provides FAPE on (or within 90 days prior to) 7/5/04. The child starts school and goes into SPED services on 8/25/04.

It's possible that the LEA will submit both the Initial IEP and the SPED services at the same time sometime around August or September. And even though the SPED service has already begun, it is still necessary to submit an Initial IEP as well.

STUDENTS NOT YET ON SAIS

Since this transaction collects information on children not yet receiving services, it stands to reason that they will not be in the SAIS database prior to receiving their initial IEP. Therefore, data for these children will require the same considerations as that for "Needs-Only" students (described earlier in this document in the **All Needs / Needs** chapter, in the section titled **Needs-only students**. The below box describes how to get a SAIS student identifier (the "SAIS ID") for the children being reported on this Initial IEP transaction.

> In most cases the child will not already have been assigned a SAIS student identifier. In these cases, before the Initial IEP may be submitted to ADE, the district must submit a **Student Personal Information** transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.
>
> After the child has been assigned a SAIS ID, use that SAIS ID when submitting the Initial IEP transaction for that child.

TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 021
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Initial IEP C = Change an existing Initial IEP D = Delete an existing Initial IEP
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Initial IEP Date	INITIEPDT	10	D	The date of the initial IEP meeting that ensures FAPE.
Proposed Service Initiation Date	SVCINITDT	10	D	The proposed date for the initiation of services.

CHANGING ELEMENTS

*See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.*

The following element will be changed with a "change" operation.

- Initial IEP Date
- Proposed Service Initiation Date

ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required
X: any value in the incoming element will be ignored
{blank}: the element is optional; a valid value will be captured in SAIS

Table 9 Initial IEP Transaction Element Optionality

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X

element	*add*	*change*	*delete*
Initial IEP Date	R	R	R
Proposed Service Initiation Date	R	R	X

> ***Note on System Message Numbers:*** *As stated at the beginning of this document in the* ***General Requirements*** *chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the* ***Transaction Requirements: System Messages*** *document.*

021.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

021.1.1 ALLOWED DATA FORMAT

Perform the same validation as for **Student Needs**, **011.1.1 Allowed data format**.

021.1.2 ALLOWED CODE VALUES

There are no codes (other than Operation Code) used in this transaction.

021.1.3 OPERATION CODE

Perform the same validation as for **Student Needs**, **011.1.3 Operation Code**.

021.1.4 MISSING FIELDS

Using **Table 9 Initial IEP Transaction Element Optionality**, perform the same validation as for **Student Needs**, **011.1.4 Missing Fields**.

If any required fields are missing, then:

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-36001	Missing required element: Initial IEP Date
-36002	Missing required element: Proposed Service Initiation Date

021.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL ERROR severity levels) and unless stated otherwise in the following sections, proceed to ***021.3 Step 3: SAIS Database Update*** *to update the SAIS database appropriately.*

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 9 IEP Date Transaction Element Optionality** above*.*

021.2.1 ENTITY / LEA

Perform the same validation as for **Student Needs**, **011.2.1 Entity / LEA**.

021.2.2 FISCAL YEAR

Set the temporary element ***Fiscal Year*** *for use throughout the remaining validations.*
Set **Fiscal Year** to the fiscal year identified by the Fiscal Year Entry in the Header Record.

021.2.3 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:
Perform **021.2A Step 2A: Add operation**.

If Operation Code = C (change), then:
Perform **021.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:
Perform **021.2D Step 2D: Delete operation**.

021.2A STEP 2A: ADD OPERATION

021.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs**, **011.2A.1 Student identifiers**.

021.2A.2 FIND INITIAL IEP

Attempt to retrieve the row from the SdStudentInitialIEP table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID) **is** found in SdStudentInitialIEP table, then:
an initial IEP already exists on the database

Report the discrepancy as: **ERROR** message -36003. "An initial IEP already exists on SAIS."

Solution: None.

DO NOT CONTINUE.

021.2A.3 CHECK INITIAL IEP

Validate that IF the student has SPED services at this school that it started after the Initial IEP date. Otherwise,

Report the discrepancy as: **WARNING** -236002. Message "Student was in SPED services before the stated Initial IEP Date."

Solution: None.

Validate that the incoming Initial IEP date is the same as or earlier than the Proposed Service Initiation Date. Otherwise,

Report the discrepancy as: **WARNING** -236003. Message "The Initial IEP must be done earlier than or on the same day as the Proposed Service Initiation Date."

Solution: None.

If this edit ended successfully (no severity level of WARNING or ERROR), then:
Set SdStudentInitialIEP StudentID from Student ID.
Set SdStudentInitialIEP InitialIEPDtm from Initial IEP Date.
Set SdStudentInitialIEP ProposedServiceInitiationDtm from Proposed Service Initiation Date.
Set SdStudentInitialIEP FiscalYear to **Fiscal Year**.

021.2C STEP 2C: CHANGE OPERATION

021.2C.1 FIND EXISTING INITIALIEP

Retrieve the row from the SdStudentInitialIEP table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID) is **not** found in SdStudentInitialIEP table, then:
no matching initial IEP exists on the database

Report the discrepancy as: **ERROR** message -36004. Message "No matching initial IEP exists on the database."

Solution: None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row **is** already on the database, then:
CONTINUE WITH THIS EDIT.

If SdStudentInitialIEP ProposedServiceInitiationDtm = Proposed Service Initiation Date
AND SdStudentInitialIEP InitialIEPDtm = Initial IEP Date

Report the discrepancy as: **WARNING** message -209000.

Solution: None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

021.2C.3 CHECK INITIAL IEP

Perform 021.2A.3 Check Initial IEP.

021.2C.4 CHANGE ALL CHANGEABLE ELEMENTS

If all edits ended successfully (no severity level of WARNING or ERROR), then:
SdStudentInitialIEP InitialIEPDtm from Initial IEP Date
Set SdStudentInitialIEP ProposedServiceInitiationDtm from Proposed Service Initiation Date.

021.2D STEP 2D: DELETE OPERATION

SAIS will not associate IEP's with a particular need or program/service at this time.

Retrieve the row from the SdStudentInitialIEP table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Initial IEP Date) is **not** found in SdStudentInitialIEP table, then:
no matching initial IEP exists on the database

Report the discrepancy as: **ERROR** message -36004. Message "No matching initial IEP exists on the database."

Solution: None.

DO NOT CONTINUE.

021.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,
DO NOT PERFORM THIS STEP.

For Operation Code = add,
Perform **021.3A Add Initial IEP**.

For Operation Code = change,
Perform **021.3C Change Initial IEP**.

For Operation Code = delete,
Perform **021.3D Delete Initial IEP**.

021.3A ADD INITIAL IEP

Write new row of SdStudentInitialIEP to SAIS Student database.

021.3C CHANGE INITIAL IEP

The row in the SdStudentInitialIEP table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Write updated row of SdStudentInitialIEP to SAIS Student database.

021.3D DELETE INITIAL IEP

The row in the SdStudentInitialIEP table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Delete the selected current row of SdStudentInitialIEP.

HOW TO CHANGE SPECIFIC SAIS ELEMENTS

"Change" operations – transactions with an Operation Code of "C" –will update data on the SAIS tables. Every element on the transaction must be submitted, but only those elements with values different from those already on SAIS will undergo the edits described in this document. The following general rules apply to "change" operations for all Student Database transactions except where explicitly noted otherwise.

- All elements on the transaction must be submitted, including empty fields for any optional elements that have no values. SAIS will compare the submitted values to those already on SAIS, and then update only those elements that have changed.

- Which elements may be changed depends upon the transaction submitted. They are listed in the section for each transaction titled **Changing Elements**.

- Keys to a database row may not be altered with a "change" operation. The rows containing existing key information must be deleted from the database (by submitting a transaction with a "delete" operation and the old data) and the new key information re-added (by submitting a transaction with an "add" operation and the new data). If SAIS detects that the value for a key field on the "change" operation differs from the value already on SAIS, the transaction will be rejected.

- Start dates, signified by terms such as "start", "begin", "enter", "open", "effective", etc., may not be changed with a "change" operation. Start dates almost always form part of the key to a database row. These can only be changed using the method described above.

- End dates, signified by terms such as "end", "exit", "close", etc.) *usually* **may** be changed with a "change" operation. Usually, end dates are **not** part of the key to a database row.

As stated in the first bullet item above, every element on the transaction must be submitted. Elements that allow spaces or nulls (such as the student's middle name) may be "blanked out" on SAIS by submitting an empty field (submitting nothing between the "comma" field delimiters – no element delimiters, no values). An example follows.

These are the first 12 elements at the beginning of the **Student Enrollment** transaction.

element	*data type*	*value*
Transaction ID	I	001
Vendor Defined Field	S	anything
Operation Code	S	C
Entity ID	S	010201001
School Student ID	S	99-1-1-73294
Student ID	I	1234567890
First Day of Membership	D	1999/08/23
Track Number	I	1
Membership Type	C	M
First Name on Legal Document	S	Judy
Middle Name on Legal Document	S	
Last Name on Legal Document	S	Jetson
(continued)	…	…

Using the delimiters documented earlier in section **Delimiters & Data Types**, below is how the first 12 elements of this transaction would look.

001,"anything","C","010201001","99-1-1-73294",1234567890,#1999/08/23#,1,{M},"Judy",,"Jetson", …

The following table lists the transaction(s) used to change each data element for the **Needs** area.

element	*transaction to change*
Assessment Code	cannot be changed
Assessment Date	Student Assessment “delete” operation Student Assessment “add” operation
Assessment Result Code	Student Assessment “change” operation
Entity ID	see the **Transaction Requirements: Membership** document
First Name on legal document	see the **Transaction Requirements: Membership** document
Funded SPED Service DOR	Student Funded SPED Service DOR Transfer “change” operation. (This field is not to be confused with the District of Residence associated with a student membership.)
Initial IEP Date	Initial IEP “change” operation
Language Participation Status	Language Program Participation "change" operation
Last Name on legal document	see the **Transaction Requirements: Membership** document
Middle Name on legal document	see the **Transaction Requirements: Membership** document
Need Code	1. Student Need "delete" operation to erase existing data, then "add" operation to add new data 2. SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data 3. Support Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Need Entry Date	1. Student Need "delete" operation to erase existing data, then "add" operation to add new data 2. SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
Need Exit Date	Student Need "change" operation *This is valid for Homebound, Free Lunch Eligibility, and Reduced Price Lunch Eligibility needs only.*
Operation Code	cannot be changed
Program Code	1. Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data 2. Support Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Program Entry Date	1. Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data 2. Support Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Program Exit Date	Language Program Participation "change" operation
Program Exit Reason Code	Language Program Participation "change" operation
Proposed Service Initiation Date	Initial IEP “change” operation
School Student ID	see the **Transaction Requirements: Membership** document
SPED Exit Reason Code	SPED Service Participation "change" operation
SPED Grade	Correcting a SPED Grade SAIS: Grade change NOT involving PS: SPED Service Participation "change" operation Grade change involving PS: 1. SPED Service Participation "delete" operation for the old grade 2. SPED Service Participation "add" operation for the new grade Mid-year SPED Grade transfer (all grades): 1. SPED Service Participation "change" operation to exit the service on the last day in the old grade, and 2. SPED Service Participation "add" operation to add the service starting with the new grade.

element	*transaction to change*
SPED Service Code	SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
SPED Neighborhood School Indicator	For a correction: SPED Service DOR Transfer "change" operation For a mid-service SPED DOR change SPED Service DOR Transfer "add" operation
SPED Service DOR	*the correct name of this element is "Funded SPED Service DOR"*
SPED Service DOR Entry Date	SPED Service DOR Transfer “change” operation
SPED Service DOR Exit Date	SPED Service DOR Transfer “change” operation
SPED Service Entry Date	SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
SPED Service Exit Date	SPED Service Participation "change" operation
Student ID	see the **Transaction Requirements: Membership** document
Student Language Status Code	Language Program Participation "change" operation
Track Number	If it's for a Special Education service, SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data. If it's for a language program, Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data.
Vendor Defined Field	not applicable: not stored in SAIS, so cannot be changed

Issues

2/16/2004

- **Language Program Participation; SPED Service Participation; Support Program Participation.** The issue of how to change a student's calendar track mid-year is currently under discussion for possible refinement and redesign for FY2005. Further information will be published shortly. (Issue last updated 2-6-2004.)

- **Language Program Participation; SPED Service Participation.** The issue of how to change a student's grade mid-year is currently under discussion for possible refinement and redesign for FY2005. Further information will be published shortly. (Issue last updated 2-6-2004.)